



Position Description

Executive Director

Position Objective

Reporting to the Board President, and in conjunction with the Board of Directors, the Executive Director provides the leadership to plan, organize, direct, coordinate, implement and evaluate the overall program and activities of CRTC. The Executive Director will supervise 2-3 full and part time staff with a budget of \$250K. S/he will be responsible for all activities pertaining to resource development, marketing and communications, personnel management, outreach and strategic planning.

Responsibilities

- Provide administrative oversight for CRTC, including oversight of fiscal matters, personnel, programs, and marketing/publicity.
- Develop and implement, in partnership with the Board of Directors, current and long range plans for the organization.
- Develop and implement a comprehensive approach to marketing CRTC to raise the profile of the organization through a variety of media and communication methods. Seek creative ways to strengthen relationships with current and prospective CRTC supporters.
- Cultivate and implement relationships with individual donors, foundations, grant-making agencies and other funding sources as part of an overall Fund Development Plan to insure the ongoing sustainability of the organization. Represent CRTC with external constituency groups, including community, denominational partners and local faith based organizations.
- Develop relationships with congregations and denominational bodies in the Capital Region who are not currently served by CRTC, with the aim of meeting the needs for theological education of these new constituencies.
- Ensure that all programs operate consistently and ethically within the mission and values of CRTC, focused on student, educator, staff and donor satisfaction.
- Assist and support the Board and its officers with the recruitment and selection of Board members and with ongoing Board development.

Qualifications

- Leadership and Team Building – proven ability to lead, manage, and motivate staff and volunteers to achieve at high levels; capacity to expertly conduct group process and enforce accountability.
- Systems and Administrative Management – understanding of accounting, policy development, and human resources; experience in strategic planning, budgeting, and marketing; excellent written and oral communication skills; ability to create a favorable impact on individuals and in large groups.
- Fundraising and Resource Development – experience in working with foundations and other grant-making institutions; confidence in asking for major gifts; willingness to seek new opportunities to enhance the organization's sustainability.
- Program Experience and Educational Background – must have 5+ years in program supervision/management and a minimum of an undergraduate degree.
- Commitment to the Ecumenical Model – recognition that CRTC is a cooperative ministry to and with the whole community of faith; ability to communicate comfortably with persons from a wide variety of religious and spiritual backgrounds.

Compensation

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast growing, highly respected organization. We are seeking a mature individual of spiritual depth with a strong track record of administrative leadership. CRTC is offering an attractive compensation package, including a base salary with supplemental benefits such as medical care and retirement plan.

For more information

If interested in this position, you can learn more about the organization at www.capitalrtc.org. Please forward a resume and qualifications via email by July 15th, 2008 to pml123@nycap.rr.com, or mail to:

Exec. Dir. Search Committee
Capital Region Theological Center
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