



EXECUTIVE DIRECTOR JOB DESCRIPTION

Position: Executive Director

Organization: Faith Action Network (FAN)

Location: Hybrid work structure split between in-office, events, and remote work. FAN's office is located at: 3720 Airport Way S. Seattle, WA 98134

Reports To: Board of Directors

Salary: \$90,000 - \$115,00 DOE; (Benefits & PTO details below).

Application Deadline: Open Until Filled, *Priority Deadline, July 12th*

POSITION SUMMARY:

Faith Action Network (FAN) is seeking a new Executive Director (ED) to collaboratively lead the organization's vision; guide the fiscal strategy; manage the administrative foundation; and grow the diversity of our network. Our ideal candidate will be a strategic leader, a progressive political advocate, and an attentive relationship builder who shares FAN's values of: *Faith & Spirituality, Belonging, Justice & Equity, Interconnectedness, Collaboration, & Pluralism*. Our next ED must have significant experience in nonprofit management; staff supervision; Board development; communications; and fundraising. This role requires both a deep respect for diverse beliefs and cultures; and a passion for building an equitable, multiracial, and multifaith community of advocates across Washington State.

ABOUT THE ORGANIZATION:

Faith Action Network (FAN) is a statewide, multi-faith 501(c)(3) nonprofit organization through which thousands of people and 169 faith communities across Washington State build partnerships for the common good. Our network today includes Buddhist, Christian, Jewish, Muslim, Quaker, Sikh, Unitarian, and non-denominational communities and individuals, and we actively welcome all. For a list of the faith communities currently in our network, [please visit this link](#). Over the past 13 years, FAN's team has built a movement for social justice by educating on political issues, organizing advocates, and amplifying voices of faith and conscience in the state legislature as well as at local and federal levels.

Our Mission: Faith Action Network is a statewide, multifaith partnership striving for just, compassionate, and sustainable communities through courageous advocacy and public action. [Please read our 2024 Annual Report](#) for more details about our mission & values in action.

About FAN's Team: FAN currently has 3 full-time staff & 4 part-time staff. FAN's 11 member Governing Board is composed of leaders in diverse faith communities including Buddhist, Christian, Jewish, Muslim, Quaker, Sikh, Unitarian, and other traditions. We occasionally host social work interns and fellows from our partner organizations.



FAN EXECUTIVE DIRECTOR KEY RESPONSIBILITIES:

Visionary and Collaborative Leadership:

- Shape the organization's future vision and inspire the community to contribute their time, skills, and resources to support FAN's mission.
- Develop and implement strategic plans that align with the organizational goals and objectives—created in partnership with the staff, Board of Directors, and Network.
- Develop and implement plans to put FAN's values into action through communications, network building, organizing strategies, equity trainings, solidarity events, and community engagement initiatives.
- Enhance the diversity of FAN's staff, contractors, Board members, and Network— assuring that our team represents the cultural, religious, spiritual, age, ability, and racial demographics of our community.
- Increase organizational visibility, foster community connections, build credibility, and establish strategic partnerships to support multifaith community building and achieve FAN's advocacy goals and priorities.

Fundraising and Financial Management:

- Develop and implement values-aligned, community-centric fundraising plans, including major gifts, grants, corporate matching gifts, and special events.
- Cultivate and maintain meaningful, trust-based relationships with FAN's donor network, aiming to expand this network by at least 25% over the next three years.
- Grow FAN's budget substantially over the next three years.
- Ensure compliance with funding sources and regulatory requirements, while maintaining financial stability and sustainability.
- Ensure the organization's financial health by managing budgets, financial plans, and financial controls.
- Prepare & present financial reports and projections.

Direct Programmatic Strategy:

- Oversee network communications, community engagement, events, & FAN's programmatic strategies.
- Support the Board, Policy Director, and staff organizers in creating long-term policy goals, yearly legislative agenda, and other work necessary to actualize FAN's mission and vision.
- Act as a core representative of the organization through compelling oral and written communications.
- Educate and empower staff, Board, and Volunteers to represent FAN and speak with a unified voice about our mission, values & advocacy agenda.
- Establish and maintain relationships with partner organizations and leaders in our multifaith network, leveraging these partnerships to advance FAN's mission.
- Advocate for legislative changes that align with the organization's goals and values.
- Develop comprehensive communications plans and strategies that uplift FAN's legislative and policy priorities, strategic goals, and financial plans while inspiring community engagement.

Administrative & Operations Oversight:

- Oversee daily operations, providing executive direction for all program strategies, compliance, quality assurance, and program efficiency.
- Supervise the contracted bookkeeper, oversee all QuickBooks Online accounting, and manage banking, check signing, and expense approvals.

- Oversee the maintenance and accuracy of data entry in FAN's Powerbase CRM database.
- Develop efficient and responsive organizational systems, policies, and task management procedures.
- Ensure compliance with all legal, insurance, and government requirements.
- Oversee and review external communications, including all e-news, appeals, campaigns, and social media posts.

Staff & Contractor Supervision & HR Management:

- Foster an affirming, compassionate, inclusive, innovative, and collaborative workplace culture.
- Hire, supervise, coach, evaluate, and foster trust with FAN's staff; provide ongoing professional development opportunities.
- Guide HR processes and decisions, ensuring an equitable, fair and inclusive workplace.
- Manage benefit plans and policies for staff—including medical, dental, stipends, professional development, etc.
- Oversee, hire, and collaborate with contractors who support IT, events, website, graphic design, social media, consulting, training, etc.

Board Engagement and Support:

- Foster a responsive, trusting, and open working relationship with the Board Executive Committee Members and all Board Members.
- Serve as a liaison between staff and the Board of Directors.
- Play a key role in the recruitment, selection, training requirements, and evaluation of Board members, and support their involvement in the organization's operations.
- Schedule, communicate, and prepare materials for board and committee meetings.
- Engage Board members in meaningful projects, trainings, donor cultivation, committee work, and advocacy work.
- Collaboratively guide the planning and vision of retreats, meetings, social events, and joint projects to facilitate relationship building and collaborative work between the staff and Board.

EXPERIENCE, QUALITIES, AND SKILLS OF FAN'S IDEAL EXECUTIVE DIRECTOR:

- At least 5 years of nonprofit management experience, ideally serving in Executive leadership or an equivalent leadership role.
- Highly organized administrative leader with at least knowledge of bookkeeping, HR, database, file sharing, and other administrative oversight skills.
- Compelling & personable fundraiser with at least 3 years of experience in fund development; and an ability to work with a currently small budget while implementing plans for increasing revenue.
- Passion for and experience with community and alliance building across differences in religion, race, culture, age, gender, ability, sexual orientation, and spiritual belief.
- Commitment to equity & antiracism work through direct personal experience with BIPOC, LGBTQIA+, and diverse faith communities and a track record of participation in ongoing professional development centered on Justice, Diversity, Equity & Inclusion.
- Experience leading collaborative strategic, fundraising & communications plans.
- Highly skilled, relational, and motivational staff team builder & supervisor.
- Ability to work effectively with the Board of Directors.
- Skilled at both giving and receiving feedback to enable themselves and the team to do their best work.
- Inspiring, warm & skilled communicator: compelling public speaker; excellent writer and editor with a personable communication style.
- Willingness to learn from FAN's organizational history while bringing fresh perspectives and ideas as we envision FAN's future.
- Self-directed, responsible & independent workstyle: demonstrated ability to work independently and take initiative.
- Familiarity with (or able to learn) Zoom, Quickbooks Online, CRM Database, Microsoft 365 & Sharepoint file sharing systems.
- Knowledge of, and some direct experience with, Legislative Advocacy, preferred.
- Ability to travel to FAN's office for in-person work, in-person regional meetings, legislative advocacy days, fundraising events, donor meetings, partner events, etc.
- Bachelor of Arts, or equivalent degree/professional experience, preferred.



COMPENSATION

This is a full-time exempt position with a salary range of **\$90,000 to \$115,000**, depending on qualifications and experience. FAN is committed to offering competitive salaries & cost of living raises, that maintain salary equity in the organization while also staying within the range of our budget.

BENEFITS

Yearly leave includes: 3 weeks of paid vacation, plus: 52 hours of paid sick leave, 17+ paid holidays/personal days. Additional benefits include: Employer-paid medical and dental plan (100% covered for employees); monthly contribution toward retirement plan; monthly technology stipend for home office; and reimbursement for approved business expenses, including travel.

APPLICATION PROCESS:

Interested candidates should submit a resume, cover letter, and three professional references to apply@fanwa.org. The position is open until filled; ***the priority application deadline is July 12th***. Please include "Executive Director Application [Your Name]" in the subject line.

Candidates will be evaluated on the full range of their lived and learned experience, including professional background, volunteer experience, and direct and transferable skills. Faith Action Network is committed to hiring a diverse workforce and all qualified applicants are encouraged to apply. FAN is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, gender expression, relevant disability, marital status, veteran status, or national origin.

