



RICHMOND CHRISTIAN LEADERSHIP INITIATIVE

July 2018

We appreciate your interest in RCLI and its Executive Director role.

RCLI inspires, equips and releases Christian leaders in Richmond – and we're searching for a new Executive Director to do just that. To inspire those who come into contact with RCLI about God's heart for Richmond. To equip people by providing avenues to serve, give and work. And to release them to pursue God's glory in all they do.

BOARD OF DIRECTORS

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We believe that God yearns for Richmond to reflect his heart. RCLI's next Executive Director will have the opportunity to help shape and guide a generation of Christian leaders through the work we do – for the sake of the Kingdom.

Please review the position description on the following pages. To apply, send a cover letter and resume to apply@rcliweb.org by 10:00pm on August 15 to receive full consideration. As a note, RCLI may accept submissions after this date until the position is filled.

We look forward to hearing from you.

Thanks,

Lisa Johnson, Chair
Board of Directors

POSITION DESCRIPTION

Executive Director

RCLI believes God yearns for Richmond to reflect His heart, so it inspires, equips, and releases emerging Christian leaders to lead in their professional, personal, and community places of service.

Summary

The Executive Director provides leadership for RCLI's mission. The role includes strategy development, fundraising, board engagement, budget development and financial management. It also ensures the overall effectiveness of the ministry by providing organizational oversight.

Responsibilities of the Executive Director

1. Strategic Leadership

- Guide the development of long-term vision and strategy for the organization
- Lead fundraising efforts to secure and grow the annual budget
- Provide support and guidance to Board of Directors deliberations and activities
- Lead RCLI's efforts to cooperatively engage Richmond's nonprofit Christian community

2. People Leadership

- Guide and support other staff to achieve RCLI's mission
- Develop and maintain relationships with financial donors
- Develop and tap into RCLI's diverse volunteer network
- Inspire, connect with, and facilitate ongoing RCLI alumni engagement

3. Organizational Oversight

- Oversee the recruitment, application, and selection efforts for each year's Class
- Oversee the planning and execution of the monthly Class experience
- Oversee the effective execution of RCLI events – for fundraising, alumni engagement or broader community engagement
- Ensure RCLI is properly represented through written and oral communications
- Ensure RCLI's good standing with respect to all legal, regulatory, and financial matters

Desired Professional Skills + Qualifications

- Ability to communicate effectively – verbally and in writing – one-on-one and with groups
- Ability to be creative and strategic; willing to explore new approaches to challenges
- Ability to inspire others and develop strong relationships
- Experience leading individuals and teams, including paid staff and volunteers
- Experience fundraising, as demonstrated through developing and maintaining strong relationships with partners and donors
- Experience providing organizational leadership, by developing systems and structures that promote the health of an organization over time
- 7+ years of relevant leadership experience
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)

Desired Personal Qualities

- Has a deep personal relationship with Jesus Christ (and a desire for continued growth)
- Is connected and committed to a local church body
- Is passionate about and committed to the Richmond region
- Embraces diversity of background and thought in his/her life and work
- Demonstrates kindness and humility; is committed to collaboration and teamwork
- Is a servant leader; is reliable, stable and mature

Expectations of the Executive Director

- Confirm s/he has read RCLI's Statement of Faith (see last page); acknowledge s/he will affirm and support the Statement of Faith and its influence on the structure and delivery of the RCLI ministry
- Maintain discretion and confidentiality regarding RCLI participants and operations
- Attend monthly meetings of the Board of Directors and other meetings as needed
- Access to personal transportation for local travel in conducting work

Structure of Executive Director Position

- Reports to the RCLI Board of Directors
- Full-time salaried position, requiring some evening and weekend hours
- Benefits include paid holidays, vacation and sick leave
- Work is principally conducted at RCLI's office though frequent external activity will occur at a variety of locations across the area (*Note: RCLI's office is located inside U-Turn at 2101 Maywill Street 23230*)

Statement of Faith

As a guide to its mission and to the shape and delivery of all programming and related activities, RCLI adopted the below Statement of Faith.

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons, Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that the salvation of lost and sinful man, regeneration by the Holy Spirit, is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

[NOTE: The above is the National Association of Evangelicals' Statement of Faith]