



## **Lead Organizer and Director Worcester Interfaith**

### **POSITION OVERVIEW**

Worcester Interfaith is at an exciting point in its development. Over the last year, clergy leaders have been engaged in a strategic planning process to help Worcester Interfaith become an organization that is authentically faith-rooted and faith-driven, multi-racial and racially-just, and serious about building grassroots power to compel the community changes we seek. We are looking for a new Lead Organizer/Director who can move Worcester Interfaith in this direction.

### **ORGANIZATIONAL OVERVIEW**

Founded in 1993, Worcester Interfaith works to ensure that public resources benefit those who need it most – specifically, those of low-income, minority, and newcomer status who have been left behind by the economy. Our members are religious congregations and community-based organizations in the city of Worcester, MA. Over the course of 24 years, we've leveraged community support and funding for neighborhood pools, parks and recreation, Community Schools, infrastructure improvements, workforce development, employment opportunities for youth and adults, all while advocating for policy changes at the local and state level.

We organize people through their congregation or organization and strive to empower everyone who is engaged in our work. We achieve this through 1-on-1 meetings, house meetings, delegates assemblies, town halls, and the broad-based coalitions we build. Low-income members participate in our work through Issue Committees, campaigns, meetings, and leadership trainings. Members find and use their voice, learn crucial leadership skills that they then bring to their communities, adopt leadership roles, and discover how to play an instrumental role in leveraging positive social change.

### **RESPONSIBILITIES**

Reporting to the Board of Directors, the Lead Organizer/Director will have overall strategic and operational responsibility for the organization's staff, campaigns, expansion, funding, and execution of its mission.

Specific tasks identified as part of the strategic planning process include:

- Building an organizational culture based on strong relationships, a deep moral vision that shows up in public, and community power.
- Restructuring the board.
- Increasing outreach to and engagement with diverse congregations and congregations of color.
- Revisiting our membership and dues structure in order to increase our commitment to diversity.
- Engaging in image rebranding including drafting a new mission statement and developing an intentional communications program (website, social media and email).



Other key responsibilities include:

- Identify, develop and work with clergy and lay leaders of congregations to act as organizers: building teams, understanding the story of their people, developing an analysis and strategy, and mobilizing others including voter education/engagement.
- Build respectful, mutual partnerships with clergy and denominational leaders from all faith traditions.
- Facilitate partnerships with community-based groups who share our values and concerns.
- Facilitate the participation of members in statewide initiatives.
- Collaborate with other affiliated members of our statewide network, Massachusetts Communities Action Network (MCAN), as well as our national partner, Faith in Action.
- Lead fund development efforts, in collaboration with a grant-writing consultant. Worcester Interfaith's funding comes from a variety of sources: 82% from private and corporate foundation grants, 8% from membership dues, and 10% from its annual fundraiser, which needs to be redesigned.
- Manage the organization's finances, including: constructing the annual budget and securing board approval; providing oversight to the book-keeper; reviewing monthly financial statements with the Board; and ensuring taxes are filed on a timely basis and that all financial and budget protocols are being followed.
- Provide supervision and mentoring to a staff organizer (to be hired by the new Lead Organizer/Director) and establish a healthy staff culture with open, honest communication.
- Foster a culture of shared planning, training and accountability with the board, as well as conduct an annual evaluation to identify strengths and areas for growth.
- Develop a knowledge of the issues, challenges, history and political environment of Worcester and Worcester County, as well as develop a power structure analysis of the political, economic and religious leaders and structures.
- Work on one's own leadership development and spiritual formation, including taking full advantage of the opportunities provided by MCAN and Faith in Action.

## **REQUIRED QUALIFICATIONS**

- Have at least 5 years of community organizing experience. This is an absolute MUST. Faith-based organizing experience is a plus.
- Have a deep appreciation for the role of faith in society, and an awareness and knowledge of different faith traditions.
- Have a commitment to social justice and the mission of Worcester Interfaith.
- Be a good communicator. This includes both oral and written communication skills, including writing press releases, grants, engaging in public speaking, and *listening*.
- Have a high level of comfort working in a multi-racial, multi-faith environment.
- Have strong interpersonal skills.
- Be a visionary with a wide perspective.
- Have integrity and be of good character.
- Understand that his/her role as leader is to serve the mission; serve others; serve the cause
- Be secure in one's sense of self. This work will trigger people and we need a leader who can stay the course when the seas churn.
- Understand how to empower and motivate people.



- A positive attitude and a good sense of humor. It helps!
- Knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- High level of professionalism – punctuality, timeliness, responsiveness to email/phone communications, etc.
- Strong work ethic
- Excellent time-management skills; ability to move multiple projects forward at the same time
- Follow-through and prompt turnaround
- Proven success implementing major projects, from start to finish
- Bachelor's degree or equivalent experience

### **PREFERRED QUALIFICATIONS**

- Spanish language proficiency
- Management experience in a nonprofit, public policy or social service environment
- 3 or more years of operations experience, including administrative and financial management
- Knowledge of the history, politics, and culture of Worcester

### **COMPENSATION & BENEFITS**

This is a full-time salaried position with benefits. Salary is in the \$60,000 to \$75,000 range; final salary will be based on experience and qualifications. The job includes regular evening work and some weekend work and offers a flexible schedule.

### **TO APPLY**

Please submit the following documents to [sarah@newera4nonprofits.com](mailto:sarah@newera4nonprofits.com)

1. An electronic file of your resume (preferably in PDF format).
2. Contact information for three people who can talk about your organizing work.
3. A letter, stating what makes you the ideal candidate for this position and why you want to lead Worcester Interfaith. Please limit this to one page.
4. A 1-2 page writing sample, telling us how you would approach one of the issues we identified via our strategic plan.

**The deadline to apply is July 15.** If you have questions, contact Sarah Lange at [sarah@newera4nonprofits.com](mailto:sarah@newera4nonprofits.com)

*Worcester Interfaith provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Worcester Interfaith complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Worcester Interfaith is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.*