

## The Organization

Extraordinary Lutheran Ministries (ELM) is a self-funded social ministry organization that affirms and supports publicly identified LGBTQ+ Lutheran rostered leaders and those pursuing a call to rostered leadership while engaging allied congregations and ministries to proclaim God's love and seek justice for all. Extraordinary Lutheran Ministries does this work through three main programs: Proclaim, Accompaniment, and Ministry Engagement. Through this work, ELM ensures that LGBTQ+ leaders and the ministries they lead can proclaim God's love and seek justice for all people. Learn more at [www.elm.org/history](http://www.elm.org/history)

## The Position

Grounded in the belief that lesbian, gay, bisexual, transgender, and queer-identifying (LGBTQ+) people have extraordinary gifts for ministry, the Executive Director provides leadership in partnership with the Board of Directors and staff. The Executive Director casts a strategic vision, leads fund development, and guides operational and program implementation.

The Executive Director reports to the co-chairs of the Board of Directors, is accountable to the board, and supervises two staff members remotely. Please note, the ED is the only full-time development position on staff.

## Primary Responsibilities

The Executive Director will:

### Strategic Vision

- Partner with the ELM Board of Directors to translate the mission and direction of ELM into realistic goals and objectives.
- Provide direction and support to ELM standing committees: Fund Development, Finance, Board Development & Diversity, and Joel Workin Scholarship committees.
- Operate as ambassador, representing ELM at outreach and cultivation events with congregations and coalition partners. Develop partnerships and relationships with ELCA Churchwide and synodical staff. Attends ELCA events, coalition partner events and conferences as needed.
- Model core practices of purpose, vision, partnership, performance, resilience and personal ecology.

### Fund Development

- Establish fundraising priorities and goals; develop and implement plans to fulfill fundraising needs.
- Effectively engage existing donor base, strengthening relationships and deepening donor commitment to ELM.
- Identify, cultivate and steward prospective donors, and ask – or assist others to ask – for contributions from individuals, congregations and foundations.
- Ensure a clear and accurate account system is maintained, allowing the board to monitor finances and make informed financial decisions.
- Create innovative partnerships with other institutions that contribute to ELM's resources.

### Operations & Program Implementation

- Articulate ELM's history and vision to a wide audience. Drive production of print and electronic newsletters, crafting a consistent message and identity across platforms.
- Lead staff, board members, and volunteers in managing and administering ELM programs.
- In consultation with the program director, recommend new programs, and modification or discontinuance of current programs, as appropriate, to the board.
- Ensure appropriate systems are in place to facilitate the day-to-day operations of ELM.
- Support staff with training, growth opportunities and regular performance reviews.



## Requirements

### Prior Experience

- Experience effectively motivating and leading staff remotely.
- Demonstrated achievement in fundraising and ensuring financial sustainability of an organization. 5+ years of experience preferred.
- Demonstrated success in building, maintaining, and growing one-on-one donor relationships.
- Experience effectively creating, managing and reporting on budgets.
- Anti-oppression training and/or deep cross-cultural experience

### Personal Skills and Attributes

- Entrepreneurial and adaptive leadership style
- Effective written and verbal communicator
- Familiarity with ELCA polity, organizational processes, and justice networks. ELCA member preferred
- Comfortable with communication and productivity technology, such as video conferencing, GSuite, and Basecamp. eTapestry experience a plus
- Thorough understanding of issues facing LGBTQ+ persons, especially those issues faced by trans and gender non-conforming/non-binary people
- Non-anxious presence
- Committed to truth-telling
- Finds joy in daily life and work
- Passionate about justice and full inclusion for LGBTQ+ people
- Must be legally able to work in the U.S.

### Education and Credentialing

- Bachelor's Degree required.
- Training in development preferred.
- Both rostered leaders and lay leaders are encouraged to apply.

### Work Demands

- Full-time, 36-hours, four days per week (non-travel weeks)
- Weekend and evening work required
- Frequent travel required
- Location flexible within the U.S.

### Apply

To apply, send your resume and a cover letter to [search@elm.org](mailto:search@elm.org).  
The deadline for applications is May 1, 2017.

### Benefits and Salary

ED salary shall be adjusted based on location in a manner that reflects appropriate ELCA synodical guidelines for compensation. A comprehensive benefits package will be provided.

### Equal Opportunity Employment Policy

ELM is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, parental status, or any other basis prohibited by applicable law.