



JOB DESCRIPTION

TITLE: **PROGRAM DIRECTOR, INTERFAITH NETWORK OF MONTGOMERY COUNTY**

DEPT: **DEVELOPMENT**

EMPLOYMENT STATUS: **Non-Exempt / 20 hours per week**

REPORTS TO: **Director of Development / Montgomery County Faith Community Liaison**

Summary

Interfaith Network of Montgomery County (INMC) is a new public-private partnership that brings together Montgomery County's diverse faith communities, through the County's Interfaith Liaison and ***Faith Community Advisory Council***, and ***Interfaith Works***, a nonprofit agency founded in 1972 and supported by 165 affiliated congregations of diverse faiths, striving to meet the needs and concerns of the County.

The Interfaith Network Program Director will provide professional support to the Interfaith Liaison, and will partner with the Interfaith Liaison in carrying out the work of the Faith Community Advisory Council.

General Responsibilities

- Collaboration with the Interfaith Liaison to engage Montgomery County Faith Community to carry out the work of the Faith Community Advisory Council.
- Collaborative support of the Interfaith Liaison.
- Collaborative support of the work of the Faith Community Advisory Council, and its working groups and committees.
- Management of the INMC's Administrative Assistant.
- Collaborative marketing and public awareness support to the Faith Community Advisory Council, and its working groups and its committees.
- Coordination with Interfaith Works.
- Collaborative networking with faith-based communities and organizations in the county.
- Engage in non-partisan advocacy on behalf of faith-based communities and organizations in the county.
- Support development efforts.
- Develop relationships with media outlets.
- Other tasks as assigned.

Typical Tasks

- Supporting the Interfaith Liaison in meetings with the hierarchy of Montgomery County.
- Engaging in collaborative planning and coordination with the Montgomery County Interfaith Coordinator.
- Providing professional staff support to the Faith Community Advisory Council, and its working groups and committees.
- Assisting in maintaining a productive working relationship with Interfaith Works.

- Building networks of collaborative support for the Faith Community Advisory Council, both inside and outside of the Montgomery County faith community.
- Engaging in fundraising and resource development in support of the Faith Community Advisory Council.
- Developing and implementing marketing and public awareness strategies in support of the Faith Community Advisory Council, including the design of materials.
- Assisting faith-based communities and organizations to overcome planning, permitting, and property taxation hurdles on the path to building or expanding houses of worship in Montgomery County.

Knowledge, Skills and Abilities Required

- Proficiency in collaboration and networking within and among faith-based and non-faith-based organizations.
- Experience in and commitment to enabling and engaging faith-based communities and organizations.
- Ability to identify, empower, and engage the gifts and skills of people of faith in ministries, programs, and projects that support the greater good of all people.
- Able to work independently, with minimal supervision, while maintaining supervisory accountability and team interaction.
- Strong oral and written communication skills.
- Cultural competence
- Experience with faith-based communities and organizations of Montgomery County preferred, but not required.

Working Conditions

Works relatively independently, with a flexible schedule, based on work demands, determined in collaboration with the Interfaith Liaison.

Accountability

The INMC Program Director reports directly to the Interfaith Liaison for program matters and to IW's Director of Development for administrative matters.

Compensation and Benefits

Competitive compensation commensurate with qualifications.

Reimbursement of approved business travel.

Applications

Send resumes, references and cover letter to INMCinfo@iworksma.org by September 5, 2017.