



Job Description

Executive Director

Status: Non-Exempt, 30 hours per week

Mission – The Marin Interfaith Council is a respectful collaborative – celebrating faith traditions, advocating justice, and building community.

The position reports to the Board of Directors and performs the functions including but not limited to the following:

A) BUILDING COMMUNITY

Goal: Build and strengthen relationships and partnerships with and between faith communities, religious leaders, non- profits and other civic institutions and leaders in Marin County.

1. Network and build strong relationships with religious leaders, congregations, non-profits, civic and community institutions on behalf of MIC. Facilitate conversation and dialogue.
2. Daily phone/email contact with Marin leaders in religious, educational, non-profit and civic institutions.
3. Serve as hub/clearing house for religious, spiritual, interfaith education, endeavors and events.
4. Represent MIC at special events, forums, conferences; serve as guest speaker.

B) CELEBRATING FAITH TRADITIONS

Goal: Increased sharing among people of different faith traditions.

1. Collaborate with other religious and civic leaders on educational, spiritual, and celebratory interfaith programs and events.
2. Work with the program director to secure presenters and coordinate programming content for MIC events, such as forums, religious leaders' gatherings, November Fundraiser, Prayer Breakfast, and other county-wide forums, events and celebrations.
3. Regular tracking of congregations, non-profits and individuals.
4. Develop and maintain relationships with local seminaries and other educational institutions and with other Bay area interfaith councils, groups, affiliations

C) ADVOCATING JUSTICE

Goal: Increase awareness and action in Marin of social justice issues defined by Marin residents.

1. Consider, debate and propose with MIC Board Teams and MIC Board, the MIC position on various public concerns and needs in Marin County and beyond. Initiate opportunities for action.
2. Educate religious leaders, congregations, civic leaders and groups regarding public policy issues and justice needs facing Marin residents.
3. Speak with faith communities, civic and community groups, as well as city and county agencies about MIC and justice needs in Marin County.
4. Collaborate and partner with the Marin Organizing Committee.

D) EXECUTIVE LEADERSHIP & OFFICE ADMINISTRATION

Goal: Competently develop and implement MIC mission and programs.

1. Provide daily and weekly direction, support, growth opportunities, and teamwork with MIC staff.
2. Lead, participate, and work with MIC Board of Directors and Board Teams.
3. Lead and work with MIC Board, staff and volunteers to secure and maintain funding through grants. Lead and work with MIC Board, staff and volunteers to maintain and broaden individual and partner organization contributions.
4. Maintain regular contact with bookkeeper to support and direct her work.