

Lutheran Volunteer Corps President

Position Description

The Lutheran Volunteer Corps, based in Washington, DC, is seeking a dynamic, forward-thinking and creative individual who can lead the organization and build its national profile and impact.

ORGANIZATIONAL OVERVIEW

Mission:

Lutheran Volunteer Corps (LVC), a community of faith, unites people to work for peace with justice.

Values:

In response to the gospel of Jesus Christ, the Lutheran Volunteer Corps welcomes people of any or no religious affiliation to share the spiritual practices of working for social justice, building intentional community, and living simply and sustainably.

The Lutheran Volunteer Corps is on a Journey to an Inclusive Community, seeking to counter oppression in all its forms, with a particular focus on antiracism work in LVC, the church and society.

The Lutheran Volunteer Corps is also a Reconciling in Christ organization, welcoming and encouraging the participation of lesbian, gay, bisexual and transgender people in all aspects of LVC.

RESPONSIBILITIES

The President of the Lutheran Volunteer Corps is responsible for the overall direction and management of the organization. The President will create and build relationships with key constituents including donors, prospects, community organizations, spiritual leaders, placements and others with the goal of expanding the resources available to accomplish the mission of LVC. Leading by example, the President will demonstrate commitment to advancing the goals of the organization by ensuring strong financial health and sustainability, a motivated, high functioning workforce, and promoting the profile of the Lutheran Volunteer Corps nationally. The President functions as the leader of the Lutheran Volunteer Corps staff team and, with the LVC Board of Directors, is responsible for ensuring that LVC advances and upholds its mission as embodied in the mission statement. This is a full-time position currently based in Washington, DC.

Board Relations

The President with the Board Chair is responsible for ensuring that the Lutheran Volunteer Corps receives appropriate support, guidance, and supervision from its Board of Directors and that an appropriate relationship between the President and the board is nurtured and strengthened. The President:

- Works with the Board Chair to see that the Board of Directors fulfills its legal, organizational, and public role in the context of LVC's mission.
- Coordinates, along with the Chair of the Board of Directors, the Board's records, minutes and reports.

- Assists in the recruitment and evaluation of board members.
- Acts as liaison between the staff and the Board of Directors.

Personnel

The President is the inspirational leader and head of the Lutheran Volunteer Corps staff team. He/she directly supervises the members of the leadership team (National Program Directors, Development Director, and Admissions Director) as well as the Jubilee Program Developer and the Administrative Coordinator. Consistent with LVC's values, generally, and in order to recruit and retain the highly motivated staff LVC requires, the President will foster a supportive, caring working environment in which staff are empowered to do their best work and are treated as respected members of the LVC team. The President will also:

- Develop and hold the staff accountable to ambitious but attainable results.
- Ensure that all staff are able to attain their goals, based upon the strategic plan and yearly operating plans.
- Ensure performance reviews of all staff members are conducted at least once per year.
- Set staff salaries and benefits consistent with budget and personnel policies.
- Works with brokers to offer health, dental and retirement benefits.

Fiscal Management

The President has overall responsibility for ensuring the fiscal integrity of the Lutheran Volunteer Corps program over the short and long term. The President:

- Creates a comprehensive budget to ensure LVC's ability to sustain growth and profitability.
- Makes sound business plans and budgets and manages the staff to achieve positive financial outcomes.
- Prepares and recommends annual budget with positive net income.
- Oversees bookkeeping and auditing process, including deposits, billings and other incoming funds.
- Assists finance committee in annual audit of LVC activities.
- Implements regional revenue and expense reporting and accountability.

Fundraising

Fundraising is a primary responsibility of the President. The President has overall responsibility for ensuring that the Lutheran Volunteer Corps has a growing fund base to support its mission and plans for future growth and development. To this end the President:

- Develops relationships and raises funds from foundations, expressions and institutions of the Lutheran Church, other corporations and individuals.
- Represents LVC as its principal public voice, communicating with its many constituencies, asking for financial support and listening to ideas and concerns;
- Is responsible for setting and growing income goals and reliable contributed income funding sources, with support and advice from Development Director and Fund Development Committee of the Board of Directors
- Cultivates, stewards and grows relationships with major donors, foundations and granting institutions through phone calls and visits.

Long-Range Planning

The President has overall responsibility to ensure that the Lutheran Volunteer Corps makes sound strategic plans and is managed to those plans for its future growth in accordance with its mission statement. The President:

- With the Board of Directors and LVC staff, coordinates research and development of sustainable expansion plans.
- Works in collaboration with the staff and board “Journey to Inclusive Community” (JIC) committees as well as local and national organizational allies to continue and further the JIC in relation to the LVC mission.
- Initiates and develops new programs and resources that help accomplish LVC’s mission.

Journey to an Inclusive Community

Incorporate Lutheran Volunteer Corps’ Journey to an Inclusive Community work into all aspects of this position. This includes:

- Using creativity and all available resources to help LVC become a more inclusive organization.
- Seeking and maintaining alliances with anti-racism/oppression partners, particularly with Crossroads Anti-Racism Training and Organizing, our current partner.
- Reviewing LVC’s long range planning, organizational and strategic development, financial management, fundraising plans and personnel management including hiring, supervising and firing practices to integrate anti-racism/anti-oppression work.
- Attending initial training and subsequent annual trainings that inform organizational transformation to an anti-racist, multicultural institution.

Community/Public Relations

The President serves as the overall public spokesperson for the organization on a national level and encourages and ensures the Lutheran Volunteer Corps’ accountability to the placement organizations and people they serve. The President:

- Ensures that the organization and its mission, program, and services are consistently presented in a strong positive image to relevant stakeholders.
- Establishes strategic partnerships with church leaders, synods, seminaries, the Corporation for National and Community Service, other volunteer programs, colleges, and likeminded associations and advocacy groups.
- Work with National Program Directors to ensure that local support committees enhance the mission of the organization and promote LVC widely.

Accountability

The President reports to the Board of Directors. Accountability is facilitated through an annual job performance review.

Qualifications

Required:

- A strong personal commitment to the mission of the Lutheran Volunteer Corps.
- A Bachelor’s degree.
- Ability to articulate how Lutheranism and the Lutheran tradition informs and shapes LVC’s core values and practices.
- Experience working and leading in an interfaith workplace with interfaith constituencies.
- Ten years of executive director or program management experience.

- Significant experience in social justice work and commitment to social justice, community, and simple, sustainable living.
- Significant experience with anti-racism/anti-oppression work; working analysis of racism and oppression and a demonstrated application of this analysis.
- Ability to demonstrate strong fiscal management skills, including budget creation and management, with positive net income results.
- Practical experience working with a variety of church structures, customs, and polities.
- Ability to articulate the journey towards social and global justice in the context of Christian and other faith traditions.
- Supervisory and conflict management experience including the ability to delegate and work collegially with a dispersed staff.
- Strong written and verbal communication skills, including public speaking and meeting facilitation.
- Excellent computer and administration skills including proficiency using Microsoft Office products and experience with or a willingness to learn Raiser's Edge database software.

Desired:

- Master's degree
- Membership or experience in the Lutheran Church.
- Experience as participant and/or leader of a service/leadership organization
- Experience in HR, Finance and Fund Development.

The President position requires regular weekend and evening hours and frequent out-of-town trips for orientation, board meetings, staff conference, and visits to steward relationships with staff and donors across the country.

The LVC Board of Directors and staff strive to use consensus in decision-making. LVC's President must understand this decision-making model and be comfortable working within it.

LVC promotes diversity and community within its board of directors, committees and staff, and promotes similar goals among donors, placement organizations and ministries, volunteers and the larger community. LVC shall not discriminate on the basis of race, religion, gender, age, disability, ethnicity, or sexual orientation, or for any other illegal purpose. Persons of color and/or whose primary language is other than English are encouraged to apply.

Benefits

The compensation for this position is commensurate with experience.

To Apply

Submit resume with cover letter and names and contact information of three references by email to searchteam@lutheranvolunteercorps.org. In the cover letter, address in some detail your experience and demonstrated competence with respect to each of the core responsibilities listed in the position description. Also, to the extent you have not already done so; explain how you have demonstrated the qualifications listed for the position. Attachments in Word or pdf only. Telephone inquiries are discouraged. Organizational information is available at www.lutheranvolunteercorps.org. Search is open until position is filled.