



WISCONSIN
**FAITH
VOICES
FOR JUSTICE**

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Wisconsin Faith Voices for Justice Job Description

Position: Executive Director

Hours: Part-time, 20 hours/week; some evenings and weekends

Pay: \$55,000

Reports to: Board of Directors

Purpose of Position:

WFVJ seeks our next Executive Director. A successful candidate for this position will be someone dedicated to social justice, comfortable in interfaith settings, a proven fundraiser, and compelling spokesperson for the organization. Our organization is poised to grow to the next level and seeks a dynamic leader to help us get there.

Scope of Work

The Executive Director will be employed by the Board of Directors of WFVJ. This is a half-time position (20 hours per week), with the potential to grow to full-time contingent upon funding. The scope of work will include, but not be limited to:

- Creating, in partnership with the Board, an annual fundraising plan and implementation of said plan, including but not limited to grant writing and tracking, major donor cultivation, donor management, fundraising events and activities
- Hiring and supervision of staff, independent contractors, and interns
- Managing website, social media, and e-newsletter
- Working with the Treasurer and bookkeeper to ensure financial management procedures are followed; monthly financial reports to the Board are prepared; and filings to the IRS and State of Wisconsin are made in a timely manner; annual renewals of the Charitable Organization certificate with the state of Wisconsin and biennial renewal of Charitable Business license, annual renewal of workman's compensation insurance and Directors and Officers liability insurance
- Managing WFVJ's position as the backbone organization to the Dane Sanctuary Coalition and the Dignity at Work Coalition
- Acting as liaison to other coalitions, including but not limited to the Wisconsin Voting Rights Coalition
- Preparing monthly reports of activities to the Board
- Assist the Board President in preparation of board meeting agendas
- Creation and implementation of programs, events, and initiatives to forward the priorities of WFVJ
- Represents WFVJ to the Wisconsin legislature, within the limits of a 501(c)(3)
- Represent WFVJ to the media
- Maintain membership database and other email lists



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Required skills and Qualifications

- Three to five years proven track record in fundraising.
- Knowledge of leadership and financial management principles for nonprofit organizations.
- A passion for social justice.
- Committed to and interested in working in a multifaith environment. Able to work with persons and organizations from a variety of backgrounds, affiliations and diversities of identity and expression.
- Skills & experience with interfaith and multicultural communications and collaboration preferred.
- Experience working with coalitions.
- Strong verbal and written communication skills.
- Able to multi-task.
- Proficiency in Word, Excel, Google Suite, Mailchimp, Quickbooks, Zoom, Facebook, Instagram or willingness to learn.
- Knowledge of public policy and the Wisconsin legislative process a plus.
- Ability to travel.

As an interfaith organization dedicated to social and economic justice, workers' rights, immigrant rights, voting rights, health care, and interfaith understanding, we are deeply committed to justice and equity for communities of color, LGBTQ+ communities, religious minorities, and all people regardless of gender identity or immigration status. We strongly encourage candidates who share any of these identities to apply.

Compensation

The Executive Director will be paid a salary based upon Fifty-five Thousand Dollars (\$55,000) per year, payable in biweekly installments, contingent upon funding. This is a salaried/exempt position which does not qualify for overtime pay. Expenses will be reimbursed with proper documentation, i.e. receipts for expenditures, records of mileage.

Benefits

The Executive Director will be reimbursed Two Thousand Dollars (\$2,000) towards the purchase of healthcare of her/his/their choice. The Executive Director will receive four weeks paid time off.

Working Conditions

The Executive Director will work under the supervision of WFVJ Board of Directors. The Executive Director will work from home. Applicants are responsible for providing their own means of transportation, computer, and cell phone, and should have access to reliable fast internet. Some travel is required.

To apply, please send resume and cover letter by May 15, 2024, to Reverend Larry Sexe, Board President, at wifaithvoices4justice@gmail.com or 608-444-0360.