



Position Description: Executive Director

Description of ALDE

See the attached ALDE Profile page for a summary of ALDE.

Our Lutheran Lens

Lutheran theology provides a dynamic lens that makes education a powerful and rich experience. Key concepts that shape the educational experience in ways that are truly transformative are not just for Lutherans. To that end, ALDE engages diverse perspectives in an environment of open discourse and freedom while bringing a distinctive voice and lens, rooted in the Christian faith and a Lutheran understanding and heritage, to the development profession.

General Description of the Position

The Executive Director is responsible for facilitating all policies and plans set by the Board of Directors to achieve the mission of the ALDE on behalf of the members. The Executive Director will be responsible for the daily operation of the organization.

Utilizing the strategic priorities and the annual budget established by the board, the Executive Director will work cooperatively with and empower staff and volunteers.

The Executive Director will represent ALDE to members, potential members and others in a manner consistent with ALDE's Core Values, Mission, Vision, Code of Ethics and Strategic Priorities.

Responsibilities and Duties

- 1) General Management, Relationship Building and Community Involvement
 - i) Provide leadership and support for continued membership growth
 - ii) Propagate strong relationships and communication with strategic partners to facilitate collaborative projects and enhance awareness and programming of ALDE (e.g. church bodies, other member institutions, collaborative partners, related professional organizations)
 - iii) Effectively manage the financial affairs of the organization with the assistance of the Treasurer and Finance Committee
 - iv) Take an active role in collaboration with the Resource Team in identifying, cultivating and soliciting philanthropic support
- 2) Governance and Board Support
 - i) Consult with the Executive Committee and Board of Directors to implement the overall plan of operation through member involvement
 - ii) Consult with the Executive Committee of the Board in preparing the board agenda and coordinating board activities; serve as the staff representative to the Executive Committee and Board of Directors
 - iii) Assume other duties as assigned by the Board of Directors to make the organization thrive



Spark Generosity for Mission

- iv) Provide ongoing leadership to the Board and organization for defining and refreshing the strategic vision and priorities
- 3) Volunteer Management
 - i) Plan and manage ALDE's Teams and Task Forces in collaboration with staff and volunteers
 - ii) Lead efforts to recruit and mobilize volunteers across the organization to advance the values, mission and strategic priorities
- 4) Programs
 - i) Guide and manage the annual international educational conference (IGNITE)
 - ii) Guide and manage other major ALDE educational offerings (national and regional)
 - iii) Ensure opportunities for mentorship and peer support across the organization
 - iv) Explore and support varied modes and models for program delivery
 - v) Ensure all programs align with and advance the strategic priorities of the organization.
- 5) Administration
 - i) Facilitate clear and effective communication among ALDE Board and committee members, staff, and other partners, and consistent with mission and strategic priorities
 - ii) Implement a comprehensive communications plan in collaboration with staff and volunteers.
 - iii) Maintain ultimate responsibility for records management
 - iv) Hire, manage and evaluate staff
- 6) Content Expertise
 - i) Demonstrate a passion for the values and mission of ALDE and the professional vocations of Fundraising and Marketing
 - ii) Demonstrate a working knowledge of the fields of fundraising and marketing

Leadership Attributes

- Highly relational and skilled at developing and nurturing relationships in a variety of contexts
- Can lead the articulation of a vision for ALDE, can passionately personify that vision, and will ensure that ALDE aligns resources and efforts to achieving that vision
- Demonstrates flexibility and confident humility in leading and working beside highly skilled and motivated professionals
- Professes a Christian faith, active participation in a Christian community, and enthusiasm to work in an ecumenical environment.
- Understands and embraces the Lutheran heritage and traditions of ALDE
- Effectively communicates, both orally and in writing
- Demonstrates and models the highest standards of character and professionalism and upholds the ethical standards of the organization
- Leads by working collaboratively with staff and volunteers
- Possesses superior ability to execute plans and assignments
- Able to work in a virtual office environment with deployed staff



Education

- Bachelor's degree required; master's degree preferred
- Related professional certification(s) preferred (e.g. CFRE, CMP, CAE)
- Committed to ongoing professional development

Experience & Qualifications

- Minimum of seven (7) years of successful work experience in progressive leadership roles
- Significant experience in supporting/leading teams and volunteers
- Demonstrated ability to supervise staff in a small organization
- Capacity to readily learn and effectively utilize ALDE's management and support technologies (e.g. database, word processing, web conferencing)
- Ability to travel 25-35% is required
- Preferred experience in non-profit, membership and heavily volunteer led organizations.
- Experience in designing and executing effective educational programming for adults/professionals