

Position Announcement
Executive Director
Interim Ministry Network
Deadline for Applications: August 8, 2022

The Interim Ministry Network (IMN), with staff in Baltimore, Maryland, seeks an experienced professional for the position of Executive Director with an official start date of November-December 2022.

In preparation for the retirement of the current long serving Executive Director, consultation with the IMN constituency confirmed IMN's current Mission and Vision statement and raised the following priorities for the Board of Directors, faculty, teams, and the new Executive Director:

- familiarity with latest research around leadership in organizational transition and expanding models for effective transition
- equipping all faith leaders (including judicatories) in their supporting new ways to be faith communities in the midst of huge societal change
- awareness of a trauma informed approach to education and programming, mindful of IMN's commitment to incorporating Diversity, Equity, Inclusion, Justice and Belonging concepts in all of IMN's work

A Bridging Support Team will be in place to support the transition of the organization to a new Executive Director.

The Organization

Organized in 1980 and incorporated in Georgia as a 501(c)(3) non-profit educational organization, The Interim Ministry Network was an outgrowth of work done by Loren Mead and Roy Oswald of The Alban Institute. It is today an international professional association of over 850 members, including interim ministers, settled clergy, consultants, denominational staff, and lay leaders serving congregations, faith-based schools and other faith-based organizations.

For over 40 years, IMN has pursued its mission to strengthen the spiritual and organizational health of faith communities by equipping and supporting those who lead during times of transition. This is accomplished through:

- A core training program, the Fundamental of Transitional Ministry: The Work of the Leader and The Work of the Congregation reaching 300 individuals annually
- An education-focused annual conference attended by up to 150 individuals
- A variety of educational webinars, seminars and workshops
- Weekly communications and social media presence
- Networking and support groups
- Resources available through its website: imnedu.org
- Denominational transitional ministry groups

Funding for IMN's programs and services comes from membership dues, fees for programs, and an annual appeal. Annual revenues are in the \$450-500K range. Two full-time employees work remotely from their home offices.

The Position and its Principal Responsibilities

Reporting to the IMN Board of Directors, a 15-member body elected by the IMN membership, the key responsibilities of this position are:

1. Serves as a strategic business partner to the President and Board, assessing the mission alignment and financial implications of key opportunities and decisions being considered by the organization at all levels
2. Develops and implements a Board approved annual strategic management plan and budget
3. Serves as the advocate for transitional ministry work within faith-based communities
4. Generates substantive and relevant content for IMN communications and resource library
5. Develops and implements marketing strategies and promotional messages across communication channels
6. Actively participates in fundraising through an Annual Appeal, the launch of a planned giving program, and pursuit of grants
7. Maintains a quality standard for IMN's communications, educational programs, and information services
8. Stays current on matters impacting IMN and its members and the delivery of IMN programs and services
9. Serves as the Chief Executive Officer of IMN and is responsible for the Corporation's administrative, programmatic and financial functions
10. Oversees and supervises all association staff, including IMN faculty and any contract persons
11. Ensures compliance with applicable local, state and federal laws and regulations governing corporate and program activities
12. Carries out responsibilities and duties as assigned by the President, the Executive Committee, and the Board of Directors

Relationships:

1. The Executive Director is a voting member of the IMN Executive Committee
2. The Executive Director is an ex officio, without vote, member of the Board of Directors
3. The Executive Director is empowered to direct all personnel affairs of IMN
4. The Executive Director serves as the Dean of contract faculty

Desired Skills and Qualifications:

The successful candidate will ideally possess the following qualifications and demonstrated expertise:

- Professional, respectful and tactful demeanor
- Personal and professional ethics beyond reproach
- Alignment with IMN's mission and vision
- General knowledge of, and experience with, organizational transition management
- Experience with delivery of adult continuing education programs in-person, virtually, and hybrid
- Polished communication skills, including interpersonal, presentation, written, and public speaking skills.
- Knowledge of finance, marketing, personnel engagement, and other small organization management
- Strong volunteer leadership skills, specifically experience with a governing board

- Familiarity with faith-based language and comfort working with an international faith-based constituency
- Demonstrated openness to bringing new ideas and fresh perspective to leadership and programing
- Demonstrated thought leader in areas of organizational transitions
- Highly energized to engage and respond to broad range of stakeholder perspectives
- Minimum of seven years' experience in organization leadership and management
- Master's degree, or equivalent, preferred
- The Certified Association Executive (CAE) credential or similar is desirable.

Application Process

Please submit cover letter, resume, compensation requirements, availability, and other relevant information to IMNSearch@imnedu.org. DEADLINE: August 8, 2022.

Please note this is estimated to be the equivalent of a full-time position.

This is a remote position and no office is provided by IMN.

Please include a statement of your understanding that this is intended to be an independent contractor position under contract to IMN and is not an employee position. Applicants are encouraged to submit required contract terms.

First Candidate Interviews will be scheduled for late August/early September. Those interview invitations will be accompanied by the current Strategic Management Plan.

Start date is anticipated to be as early as November 1, 2022; but no later than December 1, 2022.

Any questions should be sent to IMNSearch@imnedu.org.