



# Lutheran Volunteer Corps

BUILDING COMMUNITY, WORKING FOR JUSTICE, LIVING SIMPLY AND SUSTAINABLY

## President, Lutheran Volunteer Corps

### Position Description

**Lutheran Volunteer Corps (LVC) seeks a dynamic, forward-thinking, creative executive who can lead the organization and build its national profile and impact.**

### OVERVIEW

LVC is a national volunteer service program that places volunteers in full-time service positions at social-justice organizations throughout the U.S. for one to two years. All LVC volunteers are encouraged to live into LVC's core spiritual practices of living simply and sustainably in intentional community while serving the cause of peace with justice. LVC places a particular emphasis on understanding how racism, oppression, and privilege contribute to ongoing injustice in our society. It also explores the role that spirituality plays in inspiring and sustaining work in the quest for peace with justice.

### Mission:

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

### Values:

- Simple and sustainable living honors the abundant resources that God provides. These resources must be shared equitably so all can thrive.
- We are unique individuals, yet we are bound to each other. Living in intentional community creates the supportive space to engage in social justice, live sustainably, and explore meaning and vocation.
- Exploring spirituality in community promotes understanding of diverse beliefs and values.
- Our journey to inclusive community must confront racism and oppression through intentional and often uncomfortable personal and institutional transformation.
- Social justice compels us to strive for a peaceful world where basic human rights are met.

### Key Responsibilities

- Provide overall direction, vision, and management of the organization.
- Function as the Executive Director of LVC, providing financial oversight and serving as the primary fundraiser of the organization.
- Create and build relationships with key constituents including current and prospective donors, community organizations, spiritual leaders, placements, and others with the goal of expanding the resources available to accomplish the mission of LVC.

- Ensure strong financial health and sustainability, a motivated, high functioning workforce, and promote the profile of LVC nationally.
- Lead LVC staff and, with the Board of Directors, advance and uphold the mission.

### Board Relations

The president and Board Chair are responsible for ensuring that the LVC 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:

- Collaborates 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.
- 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 LVC staff team. The president directly supervises the members of the leadership team (Development Director, Recruitment Manager, Program Director, Admissions Manager, and Operations Director). 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 goals.
- 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 once per year.
- Set staff salaries and benefits consistent with budget and personnel policies.

### Fiscal Management

The president has overall responsibility for ensuring the fiscal integrity of the LVC program over the short and long term. The president:

- Creates a comprehensive budget to ensure LVC's ability to grow and remain sustainable.
- Makes sound business decisions and budgets while managing the staff to achieve positive financial outcomes.
- Prepares and recommends annual budget with positive net income.
- Assists finance committee in annual audit of LVC activities.
- Implements regional revenue and expense reporting and accountability.

### Fundraising

The president is responsible for ensuring that the LVC has a growing fund base to support its mission and plans for future growth and development. To this end the president:

- Manages Advancement team that includes volunteer recruitment and development staff.
- Develops relationships and raises funds from foundations, expressions and institutions of the Lutheran Church, 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.
- Set and grow income goals and reliable contributed income funding sources.
- Cultivates, stewards, and grows relationships with major donors, foundations, and granting institutions through phone calls, visits, and cultivation events.

### Strategic Planning

The president will work with the Board of Directors to develop a sound strategic plan for the organization. The president manages the implementation of the plan and reports to the Board on progress toward it on an annual basis. The president:

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

### Journey to an Inclusive Community

The president will incorporate LVC’s 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 the Krista Foundation and Crossroads Anti-Racism Training and Organizing.
- Reviewing LVC’s strategic plan, 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, encouraging and ensuring LVC’s accountability to the placement organizations and people they serve. The president:

- Ensures that the organization and its mission, program, and services are consistently and positively presented 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.
- Collaborates with the Program Director to ensure that local support teams 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:

- Strong personal commitment to the mission of LVC.
- Bachelor’s degree.
- Ability to articulate how Lutheranism and the Lutheran tradition informs and shapes LVC’s core values and practices.
- Experience working in and leading an interfaith workplace with interfaith constituencies.
- 10 years of executive director or program management experience.
- Significant experience in social justice work and commitment to social justice, community development, 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.
- Strong fiscal management skills, including budget creation and management, with proven track record of positive net income results.
- Experience working with a variety of church structures, customs, and constituents.
- Ability to articulate the journey towards social and global justice in the context of Christian and other faith and non-faith traditions.
- Supervisory experience, able to delegate and work collegially with satellite staff.
- Strength in public speaking, group facilitation, and written communication
- Excellent computer and nonprofit administration skills, including proficiency using Microsoft Office products/ Quickbooks and experience with or a willingness to learn NationBuilder software.
- Must understand consensus-based decision-making and be comfortable working with it.

Preferred:

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

Travel

The president position requires frequent weekend and evening hours and occasional out-of-town trips for orientation, board meetings, professional development conferences, and visits to steward relationships with staff and donors across the country.

**HOW TO APPLY**

Nominations, applications, and inquiries may be sent in confidence. Full consideration will be given to all applications received by March 16, 2018. Application materials must include a resume, cover letter, and the full contact information for three references, can be electronically submitted to: [searchteam@lutheranvolunteercorps.org](mailto:searchteam@lutheranvolunteercorps.org). Organizational and background information on LVC is available at [www.lutheranvolunteercorps.org](http://www.lutheranvolunteercorps.org).

LVC promotes diversity and inclusion within its Board of Directors, committees, and staff, and promotes similar goals among donors, placement organizations and ministries, volunteers and the larger community. LVC strives toward equity, and does not discriminate on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Persons of color and/or whose primary language is other than English are encouraged to apply.

The compensation for this position is commensurate with experience.