BPFNA-Bautistas por la Paz * Executive Director Job Posting

BPFNA – Bautistas por la Paz (BPFNA) seeks a Leader of Leaders as its new Executive Director to shape peacemaking. We invite applicants with a passion for peace with justice, to encourage, guide, inspire and create new possible futures for Peace with us.

Join BPFNA as we pursue to shape the vision of the next generation of peacemakers as a nonprofit organization of progressive peacemakers, committed to English-Spanish bilingualism, inclusive of other denominational faiths, non-confessional groups, and individuals. We are an incredible galaxy of peacemakers including those who are gender diverse and are inclusive and affirming of physically or otherwise challenged persons and of LGBTQ+ people. BPFNA serves over 4,000 members from and within white conscious empathetic communities and minority groups (People of Color – Hispanics, African American, undocumented migrants, indigenous groups, and gender diverse) in four member nations – Canada, USA, Mexico and Puerto Rico. Our space includes peacemakers in South America, the Caribbean, Europe, and Africa. We of the BPFNA-Bautistas por la Paz are old and young, urban, and rural, working to Gather, Equip, and Mobilize to give body to our mission: “To bear witness to the peace of God rooted in justice, working together until it comes.”

Summary Position:
The Executive Director, in coordination with the Board of Directors, has overall responsibility for the success of the organization through the fulfillment of the BPFNA-Bautistas por la Paz mission, specifically:

- Leading the vision for the success of the organization.
- Executing and updating the Strategic Plan.
- Promoting BPFNA-Bautistas por la Paz to raise funds and awareness.
- Creating and managing a team of staff professionals.
- Developing and maintain relationships to increase the reach and understanding of the organization.
- Representing and positioning BPFNA within the member countries.

Required skills and proven knowledge:

- A Bachelor or higher college degree is required or an equivalent in education and experience.
- Fluently bi-lingual in Spanish-English, written and verbal. Superior written and oral communication skills to prepare proposals, reports, memoranda and to represent the organization to a wide variety of internal and external audiences.
- Knowledge of basic principles of accounting and financial management.
- Knowledge and experience with planning and implementing large scale projects. Time management skills to set priorities and objectives and develop practical work plans to achieve results within the context of competing demands and time limitations.
- Knowledge and experience with the Strategic Planning process.
- Knowledge and previous experience with key fundraising practices including contemporary fundraising strategies related to major gifts, corporate partnerships, gift planning, annual fundraising, and foundation grants.
Knowledge and experience with human resources principles and practices. Supervisory experience (staff and volunteers) is required; experience supervising remotely is preferred.

Knowledge within not-for-profit and/or social services organizations, with a minimum of 5 years’ experience preferred.

Knowledge of Microsoft Office suite, databases, and spreadsheet management.

Analytical and problem-solving skills to determine best approaches and activities to meet the goals and objectives of the organization.

Excellent proven interpersonal and active listening skills to engage and interact effectively.

**Key Position Responsibilities:**

Implementation of the BPFNA-Bautistas por la Paz mission, vision and values ensuring they are understood, acted upon, and permeate the culture of the organization. A key role is working with the Board, staff, members, and partners in the ongoing work of becoming anti-racist and multi-cultural.

Development of the Strategic Plan in conjunction with the Board, committees, and staff, ensuring its implementation and currency throughout the organization.

**Budget management & fundraising**

- Works with staff and the Board of Directors (Finance Committee) to prepare the annual budget, managing its administration and ensuring timely submission of financial reports, as required.
- Oversees the annual audit process.
- Chairs and convenes the Fundraising Committee, overseeing the development and implementation of the annual fundraising plan, as well as tactics and the assessment of fundraising activities to meet current and emerging financial needs.
- Oversees administration of special fund, maintaining relationships with grant recipients.

**Staff supervision**

- Working with the Personnel Committee, the Executive Director hires, supervises, guides, and terminates staff, as required.
- Convenes regular staff meetings to create and maintain a positive work environment, promote good communication, collaborative staff relationships and effective work performance.
- Ensures that office equipment, tools, and technology are current and effective for operations.
- Supports the work of the staff as needed.

**Networking & representation** (members, partners, churches, other organizations, etc.)

BPFNA-Bautistas por la Paz committees of the Board are integral to the organization’s networking and relationship building. The work of these committees can assist the Executive Director in:

- Developing and maintaining positive relationships with members and with Partner Congregations to help inspire, equip, and mobilize them in their work for peace.
- Actively seeking new members, Partner Congregations, and organizational partners, especially among underrepresented communities in the member nations.
- Ensuring that BPFNA-Bautistas por la Paz and its mission, programs, projects, and publications are presented in a consistently strong and positive image taking advantage of opportunities to educate on those “things that make for peace”.

**BPFNA ~ Bautistas por la Paz • Baptist Peace Fellowship of North America, Inc.**

300 Hawthorne Lane, Suite 205, Charlotte, North Carolina 28204 USA

phone 704/521/6051 • fax 704/521/6053 • bpfna@bpfna.org • www.bpfna.org
BPFNA - Bautistas por la Paz

- Assuring the participation of the organization at different events and functions linked to the work of peace and justice, seeking opportunities for collaboration where possible.

**Board & committee relations**

- Serves as the primary staff resource with the Board of Directors to:
  - Develop and implement a strategic plan, monitoring its progress.
  - Establish and implement annual goals, monitoring their progress.
  - Identify, assess, and inform of internal and external issues affecting the organization and any potential need for change.
- Supports the work of the Board of Directors;
- Serves on and coaches committees of the Board, as required.

**Accountability, commitment, eligibility & working conditions**

This role requires a belief in the mission of BPFNA-Bautistas por la Paz and a proven commitment to the work of peace and justice and to our ongoing work to be inclusive, affirming, anti-racist and multicultural. We are committed to diversity and decentering white power and privilege.

The Executive Director must be committed to and have a strong understanding of progressive Baptist theology. Affiliation with a Baptist congregation is preferred.

This is a full-time, supervisory position, hired by and directly accountable to the Board of Directors of the BPFNA-Bautistas por la Paz, through their Executive Committee. Budget oversight is $430,000 annually. Much of the work of BPFNA-Bautistas por la Paz occurs remotely, outside of the office in Charlotte. While the Executive Director position does not have to be based in Charlotte, it is preferred that the candidate be able to frequent the office, as negotiated with the Executive Committee.

Travel within the constituency is required. The ability to travel nationally and internationally is required.

An Eligibility and Background Check is a requirement of employment.

**Please Note:** COVID-19 protocols are currently in effect, impacting travel and networking abilities. The Executive Director is required to be fully vaccinated against COVID-19, unless they have a valid medical exemption.

To apply, please send your resume and a cover letter to info.bpfnaga@gmail.com. Please indicate your surname and Executive Director Application in the subject line. Applications will be received until April 1, 2022. The target start date is late-summer 2022.