# Executive Director

**Location:** Remote/Virtual  
**Travel:** Occasional  
**Will train applicant:** Yes  
**Website:** episcopalpeacefellowship.net/  
**Email application to:** EPFNationalTreasurer@gmail.com  
**Subject line:** ED Application

## POSITION DESCRIPTION

### Role and Responsibilities

1. Manage the Episcopal Peace Fellowship’s (EPF’s) organizational operations, budget, and supervise staff and volunteers to achieve the goals of its governing body  
2. Manage social media accounts, website content, and publish weekly “Peace Out” email newsletter  
3. Fundraising through solicitation campaigns (email, snail mail), encouraging monthly donors, and grant proposals  
4. Membership recruitment, expanding alliances within The Episcopal Church, and support for EPF chapters, affiliated parishes, and dioceses  
5. Aid in forming new EPF action groups when approved by EPF’s governing body and, as time allows, support existing groups  
6. Serve on the EPF Executive Committee and its governing body  
7. Organize and staff EPF’s presence at The Episcopal Church’s triennial General Convention and other events to promote EPF and its ministry  
8. Lead EPF’s collaboration with other non-profits working for peace

### Qualifications and Education

- Commitment to EPF’s mission  
- Prior social justice non-profit staff experience, especially as Executive Director  
- Familiarity with The Episcopal Church preferred but not required  
- Able to manage a virtual organization  
- Bachelor’s degree

### Preferred Skills

- Strong human relations skills  
- Communicate well to small and large groups as well as in writing  
- Collaborative self-starter  
- Experience with social media management and content creation  
- Knowledge of budgeting and QuickBooks  
- Competence at organizing events

### Additional Notes

The Executive Director is EPF’s “public face” and reports to the Chair of EPF’s governing body.  
The position’s hours (full-time, three-quarter time, part-time) are negotiable. The annual compensation package (salary and benefits) will be in the mid-five figure range, commensurate with experience, qualifications, and hours agreed.  
To apply, submit a letter of interest and resume to EPFNationalTreasurer@gmail.com.