



OCC Executive Director of Development & Operations (part-time)

Summary

Orthodox Christian Coaching (OCC) seeks a faithful and dedicated Orthodox Christian to join our team as Executive Director of Development & Operations. As the Director, you will play a pivotal role in shaping and executing our organization's mission and strategic direction.

Our **vision**: Healthy parishes served by thriving leaders.

Our **mission** is simple: We work side by side with clergy and ministry leaders to foster health in the communities they serve through professional executive coaching and leadership development.

With an unwavering commitment to making a positive impact in Orthodox parishes, you will lead and inspire our dedicated team of coaches and volunteers to equip clergy and lay leaders to lead and lead well. Will you join us?

Key Responsibilities

- Collaborate with the Board to develop and implement strategic plans to advance the OCC's mission and objectives.
- Cultivates and maintains relationships with clergy, potential donors, Orthodox community partners.
- Develop and execute marketing and fundraising strategies to secure financial support for ongoing operations and initiatives.
- Lead outreach activities and initiatives to raise awareness of the organization's mission and impact.
- Oversee budgeting and financial management, ensuring responsible and transparent fiscal practices.
- Monitor and evaluate program outcomes and impact, making necessary adjustments to drive continuous improvement.

Requirements:

- Bachelor's degree in nonprofit management, business administration, or related field; Master's degree preferred.
- Proven experience in nonprofit leadership, including strategic planning, financial management, and staff/volunteer management.
- Extensive knowledge and experience of fundraising strategies and principles.
- Demonstrated ability to work collaboratively and build strong relationships with staff, volunteers, and external partners.
- Proven track record of meeting commitments.

Required Skills:

The candidate demonstrates mastery of the following foundational skills: (mastery = can teach others)

- Communication The tools and strategies connected to collaboration, feedback, and transparency.
- Critical Thinking A discipline for using information, experience, observation, and reasoning to guide decisions and actions.
- Self-Leadership The skills to live, learn and work at OCC through self-care, emotional and relational intelligence, personal productivity, and learning agility.

The candidate demonstrates mastery of the following leadership skills: (mastery = can teach others)

- Thought Leader: Inspires curiosity: Asks provocative questions to understand and challenge the assumptions underlying current practices; encourages others to generate alternative viewpoints and ideas.
- Thought Leader: Embraces growth mindset: Demonstrates an openness to learn new things, challenge oneself, and go beyond comfort zone.
- People Leader: Conveys respect: Uses language and behaviors that enhance the dignity of all individuals; demonstrate respect and understanding for diverse concerns and expectations; challenge exclusionary organizational practices.
- People Leader: Influences others: Establishes rapport by sharing own experiences and identifying commonalities that create personal connections; gains an understanding of others' interests and needs; finds common ground to create win-win solutions.
- People Leader: Welcomes feedback: Approaches feedback with an open mind; puts aside reservations and responds favorably when offered feedback; manages own emotional reactions to feedback.
- Results Leader: Anticipates impact: Plans actions and initiatives with appropriate consideration of the likely reactions of key stakeholders; appropriately anticipates the political consequences of actions.