

National Association of Ecumenical & Interreligious Staff  
Professional Development and Standards Committee

**Executive Director, Ecumenical/Interreligious Agency  
Job Description**

1. ACCOUNTABILITY

To the Board of Directors through the Executive Committee

2. RESPONSIBILITIES

a) Administer the agency

attend and resource Board and Committee meetings

supervise and coordinate the staff

develop and manage adequate financial resources

b) Develop Ecumenical/Interfaith Program

relate to member denominational leaders, staff, congregations and other agencies

plan, organize, implement and evaluate Ecumenical/Interfaith Programs directly, or  
through the Program Director

develop public relations and communications; speak for the organization

relate to other ecumenical organizations, local and national

3. PERSONAL QUALITIES AND SKILLS

a) Leadership

b) Ability to inspire trust; visible integrity

c) Ability to relate to all kinds of people

d) Appreciation of various expressions of faith

e) Speaking and writing skills

4. EXPERIENCE AND TRAINING

a) Member in good standing of a denomination or Faith group

b) Involvement in ecumenical/interfaith activities

c) Theological training

d) Training and experience in planning, administration and organizational development

Approved by NAES 7/16/87