Interim Executive Director
Extraordinary Lutheran Ministries
Eighteen (18) Month Contract

The Organization
Extraordinary Lutheran Ministries (ELM) is a self-funded social ministry organization that affirms and supports publicly identified LGBTQ+ Lutheran rostered leaders and those pursuing a call to rostered leadership while engaging allied congregations and ministries to proclaim God's love and seek justice for all. ELM is currently in a rebuilding phase and is focused on enhancing its strategies and structures, supported by a Board of Directors and by building a volunteer corps to fulfill its mission, vision, and values effectively. Extraordinary Lutheran Ministries does this work through two main programs: Proclaim and Candidacy Accompaniment. Through this work, ELM ensures that LGBTQ+ leaders and the ministries they lead can proclaim God's love and seek justice for all people. Learn more at www.elm.org/history

Overview
The Interim Executive Director serves as a key leader to provide stability to the organization's mission of anti-oppression and to support, advocate for, and empower queer Lutheran seminarians and rostered leaders. This role emphasizes community engagement, communications, and donor relations to ensure strong organizational continuity during this time of transition. This role reports to the Board of Directors.

Key Responsibilities
Community Engagement
- Rebuild and strengthen relationships with congregations, synods, ministry partners, and Proclaim community members, ensuring ongoing support and shared mission goals.
- Represent ELM at key events, including churchwide gatherings, synod assemblies, and regional Proclaim meetups to foster visibility and community bonds.
- Equip volunteers and community members for effective advocacy and support of queer leaders in the various expressions of the church.

Communications
- Lead and manage ELM's communications strategy and channels, including oversight of social media, the ELM website, blog, quarterly newsletter, and annual report.
- Coordinate responsive and engaging communication with supporters, ministry sites, and media outlets to amplify ELM's mission.
- Develop promotional materials to reinforce ELM's public witness and mission-aligned branding for various channels.
- Cultivate a responsive culture to community needs, ensuring engagement strategies resonate.

Development
- Assess and re-engage the donor base strategically through targeted campaigns and outreach programs with the aim to expand the donor base.
- Craft and submit compelling grant proposals with board and volunteer support, emphasizing the organization's impact and aligning with potential funders' priorities.

- Cultivate enduring relationships with donors through meticulous stewardship and regular updates on the organization's achievements.
- Maintain accurate records of Proclaim membership and donors.

Executive Leadership
- Prepare reports for ELM Board of Directors meetings and other necessary gatherings.
- Ensure compliance with all legal and ethical standards in organizational and program operations.
- Collaborate with the Treasurer to maintain and manage the donor database (eTapestry), donations, and coordinate gift acknowledgments. Also work closely with the Treasurer to ensure that registrations and local, state and federal filings are submitted as needed.

Qualifications
- Proven senior leadership, preferably in non-profit management or related fields.
- Experience with guiding an organization through institutional and cultural change and transition.
- Strong dedication to LGBTQ+ inclusivity, social justice, anti-racism, ethical non-monogamy, accessibility, and understanding of issues facing queer individuals in religious contexts.
- Exceptional communication, interpersonal, writing, and public speaking skills.
- Demonstrated expertise in strategic planning, program development, and volunteer team management.
- Proficiency in budget management and fundraising.
- Ability to engage with diverse communities and cultural contexts, cultivating collaborative partnerships.
- Fluent in Google Business Suite and Microsoft Office Suite, with comfort in social media, internet, email, website searches, and Zoom proficiency.
- Familiarity with Extraordinary Lutheran Ministries, Lutheranism, and the candidacy process in the ELCA & ELCIC.
- Legal eligibility to work in the U.S.
- Bilingual (Spanish and English) proficiency is helpful.
- Bachelor's Degree required, Master’s Degree preferred.

Location
This position offers flexibility in terms of location. The role requires a readiness for travel as necessary to support Extraordinary Lutheran Ministries' mission and activities throughout the US and Canada.

Work Demands
This is anticipated to be a full-time position, with an estimated commitment of 35 hours over five days per week during non-travel weeks. Some flexibility is essential, as occasional weekend and evening work may be necessary. It's important to note that due to the unique demands of our fiscal calendar, the week between Christmas and the New Year is a working week for the organization, specifically for processing end-of-year donations.

Compensation

In recognition of the critical role this position plays during this time of transition in our organization, we are offering a compensation package designed to attract top-tier talent committed to making a meaningful impact. This is a contractor position

Salary:

- $70,000 - 75,000 per annum, taking into consideration experience.

Vacation:

- 4 weeks of paid vacation annually, acknowledging the importance of work-life balance and personal rejuvenation.

Holidays:

- Enjoy 17 paid holidays to celebrate and observe significant occasions, ensuring time for rest and reflection.

Continuing Education Stipend:

- A dedicated stipend for ongoing professional development, supporting your commitment to staying at the forefront of industry trends and enhancing your skill set.

Employee Classification:

- Independent Contractor (1099 employee).

Equal Opportunity Employment Policy

Extraordinary Lutheran Ministries is committed to fostering diversity as a valuable asset in our mission and work within the church. We adhere to Equal Opportunity Employment standards and our own, refraining from discrimination based on various factors such as race, color, religion, gender identity, sexual orientation, disability, and more. Our goal is to build an inclusive and diverse team, recognizing that a variety of backgrounds enhances the quality of our work. ELM provides equal employment and advancement opportunities based on merit, qualifications, and skills, striving for maximum accessibility for staff and potential staff with disabilities. We actively encourage applications from LGBTQIA+ individuals, people of marginalized genders, people of color, people with disabilities, ethnic minorities, and foreign-born residents. This policy covers all aspects of employment, from recruitment and hiring to training and termination. Background checks are conducted, emphasizing transparency and addressing any concerns directly with the individual before making employment decisions.

Application Process

Interested candidates are invited to apply for the Interim Executive Director position at Extraordinary Lutheran Ministries by submitting a resume, cover letter, and three references. Applications received by June 30th will be reviewed with priority. We hope to have this position filled no later than September 1st, 2025. Please upload these documents through this Google Form. We look forward to reviewing your application and discovering how your skills and experiences align with our mission.