



Franciscan Action Network

Transforming the World in the Spirit of St. Francis and St. Clare

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Job Description of Executive Director of Franciscan Action Network

Major Responsibilities

- Organizational Management and Operations
- Fund Development
- Programs, Strategic Thinking, Planning and Evaluation
- Liaison with Board of Directors
- External Relationship Building and Visibility

Organizational Management and Operations

- Oversight of development, communications, issues, advocacy, programs, membership outreach, information technology
- Provides leadership and oversight on finances
- Manages consultant contracts
- Chief human resources and personnel manager

Fund Development

- Strengthens relationships with FAN institutional membership
- Chief staff person in major gift activities

Programs, Strategic Thinking, Planning and Evaluation

- Provides leadership in strategic thinking, and program development
- Works with staff and board on strategic planning and implementation
- Chief determination of public policy stance and involvement
- Management of c3 – c4 activities
- Ensures regular evaluation and outcome measurements of all programs and operations
- Implements strategic development plan

Board Liaison

- Meets Regularly with the Board President and Executive Committee
- Ensures that decisions of the Board with regard to policy are implemented into the staff work plans where appropriate
- Assists Board in recruitment, cultivation and orientation of new Board members and committee members
- Provides regular reports for finance, staffing, and other Board oversight responsibilities
- Participates in Board committees when and where it is appropriate

External Relationship-Building and Visibility

- Chief staff person in public communication strategy
- Works in collaboration with the Board assists and provides guidance in the development and cultivation of new and existing external relationships and partnerships to enhance the strategic aims and public visibility of FAN
- On behalf of FAN, serves as public speaker on issues/events.
- Chief spokesperson to the media in addition to designated Board members and program staff