



Position Title: Executive Director

Reports To: Board of Directors

Closing Date for Applications: May 1, 2017

Position Description & Qualifications:

Orthodox Christian Fellowship (OCF) is an agency of the Assembly of Canonical Orthodox Bishops of the United States and serves as the official campus ministry for the twelve (12) Orthodox Christian jurisdictions that the Assembly represents. Its mission is to transform the lives of college students in the United States and Canada by guiding them along the path to Jesus Christ through His Church, cultivating a campus community and global outreach of worship, witness, service, fellowship, and education.

Located on the campus of Hellenic College Holy Cross in Brookline, Massachusetts, and with a network that stretches across the country, OCF is seeking an Executive Director. The Executive Director will be the “face of OCF” and be responsible for the overall operations of OCF’s campus ministry and national programs. The candidate must demonstrate strong leadership ability, project management skills, and an ability to multitask.

Duties and Responsibilities:

The Executive Director must be skilled in:

- **Office Management:** Create best practices and manage an office staff of on site and off site employees, contractors, and volunteers to meet the business and ministry needs of OCF.
- **Financial Management:** Plan and monitor office, program and event budgets and expenditures, including but not limited to managing the bidding process for certain work, technology maintenance and upgrades, donation records, and supply chain.
- **Program Management:** Oversee and further develop OCF’s various ministries, including but not limited to its presence on over 400 college campuses, district and regional retreats, national conferences, and international mission trips.
- **Development/Fundraising:** Work with the Board of Directors to cultivate a donor base for the OCF ministry and to develop a fundraising campaign of regular donors, appeals, grants, and special events that meets the budgetary needs and long-term sustainability of the organization.
- **Interjurisdictional Relations:** Represent OCF and manage OCF’s relationship within the Assembly, in coordination of efforts with other agencies, and in furthering the support from and of the Orthodox Christian jurisdictions which OCF represents.

- Liaison with the Board of Directors: Report regularly to, and coordinate with, the Board of Directors to maintain the integrity, efficiency, economy, and effectiveness of the operations and ministry of OCF.

Qualifications:

The Executive Director must have:

- A Bachelor's or equivalent degree; Master's or graduate degree preferred.
- Minimum of two (2) years of previous experience in a managerial capacity.
- Familiarity with and respect for the practices, traditions, theology, and structure of the Orthodox Church.
- Previous youth and young adult ministry experience desired, but not required.
- Documentation of citizenship and eligibility to work in the United States.
- Experience in personnel management, project/program management, and financial management.
- Experience in development/fundraising with demonstrated results.
- Exceptional interpersonal skills to interact effectively with church hierarchy, Assembly agencies, clergy, employees, contractors, volunteers, vendors, government agencies, donors, OCF alumni and our OCF students.
- Computer proficiency with Microsoft Office products (Outlook, Word, and Excel).

Other Details:

Compensation: Exempt employment. Competitive and negotiable based upon experience. Health insurance coverage is available.

Work Schedule: Full-time, Monday through Friday (9:00 am to 5:00 pm), with recurrent work required outside of normal hours (evenings and/or weekends).

Travel: The Executive Director will be required to travel regularly (10-20%) to support OCF events and in support of OCF's development/fundraising campaign.

Application:

Applicants must provide:

1. A resume indicating past work experience.
2. Three (3) references of persons you have worked with, along with the name and address of the organization, telephone number and email address (if available) for each person. At least one of these individuals must be a current and/or former manager or supervisor. One of these references may be from a member of the clergy – e.g., your jurisdictional hierarchy, spiritual father, or parish priest.
3. A brief explanation (3-4 paragraphs) explaining your interest in working with Orthodox Christian Fellowship and goals as the Executive Director.

The above information should be sent to:

Orthodox Christian Fellowship
Attn: Executive Director Search Committee
Hellenic College Holy Cross Greek Orthodox School of Theology
50 Goddard Avenue
Brookline, MA 02445

Alternatively, applications may be sent via email to: employment@ocf.net

Applicants will be reviewed and contacted based upon the order of submitted applications and with a hope that the position will be filled as quickly as possible with a target date of no later than June 1, 2017.