

Executive Director, Galilee Ministries of East Charlotte (“GMEC”)

Galilee Ministries of East Charlotte (GMEC) is a special mission of the Episcopal Diocese of North Carolina, known for serving refugees, immigrants, migrants, and the local community. GMEC hosts other non-profit organizations who provide direct services at The Galilee Center located at 3601 Central Avenue, Charlotte, NC. GMEC is the steward of a sacred space that is generously shared with others to welcome and serve our neighbors. “Galilee”— where we feed body, mind, and spirit!

Key Responsibilities of the Executive Director

The Executive Director will build upon GMEC’s mission as a place of welcome, refuge and hospitality. The Executive Director will enhance and expand GMEC, working with the GMEC Board of Directors, leveraging the reciprocal relationships with the Episcopal Diocese of North Carolina, the Charlotte Convocation of the Episcopal Diocese, and local community organizations. The Board of Directors has embarked on an intentional visioning process. A successful candidate will be able to join us in the visioning process and work to bring that vision, along with the board and community partners, to fruition. Job description includes:

- **Providing strategic vision and organizational leadership**
- **Prioritizes development and partner relationships**
- **Expands community partnerships and communicates GMEC’s core mission**
- **Responsible for achieving fundraising goals and sustainability**
- **Be accountable for financial management, risk management and operational controls**
- **Be a credible and compelling advocate**
- **Managing a multi-dimensional organization**
- **Overseeing program management**

The ideal candidate will have experience leading a multi-dimensional organization that is both local and national in scope and be committed to transformative, reconciling ministry in a world of difference.

Required Qualifications

4 -year college degree (Bachelor)

3-5 years managerial experience in a similar setting (ministry, non-profit organization or business)

Experience in non-profit work implementing vision, developing board and volunteer leadership
Experience in fundraising, development and writing grant proposals

Desired Qualifications

Exhibit decision-making skills necessary to propose organizational policies. Proven responsibility in a professional setting and ability to manage access to and utilization of GMEC facilities and resources. .

Intermediate level skills in software applications such as calendar scheduling, shared-access document storage, email applications and word processing.

Excellent interpersonal skills, familiar and comfortable with interacting with individuals from all socio-economic backgrounds. Ability to work well with, and on behalf of, various committees. Collaborating with community organizations and agencies.

Ability to multi-task and adapt to a quickly changing environment. Excellent written and oral communication skills.

Ability to work a flexible schedule.

This is a full time position with a salary of \$60,000 and benefits consisting of: pension plan participation (If clergy, participation in the Clergy Defined Benefit Plan), employer-provided Group Term Life Insurance, Medical, pharmacy, dental, vision, and behavioral health for the employee only through the Episcopal Church Medical Trust. GMEC is an Equal Employment Opportunity Employer.

Please submit a cover letter, resume and references via email to galileeclt@gmail.com.

Subject Line: Executive Director.