



**Executive Director**  
**Room for All**  
<https://roomforall.com>  
July 2019

Room for All is seeking an Executive Director.

### **Overview of the Organization**

Room for All (RfA) is a non-profit organization incorporated in the State of New York in 2006 to support, educate, and advocate for the welcome and full affirmation of people of all sexual orientations, gender identities, and gender expressions within the life and ministry of the Reformed Church in America (RCA). RfA carries out its mission through activities that seek to prioritize and elevate the voices, experiences, and rights of lesbian, gay, bisexual, transgender, and queer-identified (LGBTQ) people within the RCA. Oversight and planning are shaped by a working volunteer Board of Directors composed of LGBTQ people and allies who are, or have been, connected to the RCA. RfA collaborates with welcoming and affirming organizations in other Christian denominations. RfA is financially supported by foundations, churches, and individuals, including significant support from members of the Board of Directors.

The RCA is at a crossroads. The Vision 2020 Team (<https://www.rca.org/vision-2020-team>) was formed to explore scenarios for the future of the denomination. As the denomination changes, RfA's relationship with the denomination may change. RfA's ministries also may change, in order to serve more effectively in a new context. The Executive Director must be able to lead the organization during a period of significant change.

### **Overview of the Position**

The Executive Director (ED) is a full-time, salaried position requiring a wide variety of leadership and chief administrative officer responsibilities in the general charge of the day-to-day affairs of the corporation, and the assurance of proper implementation of and compliance with Board policies and corporate by-laws, in collaboration with the working Board of Directors and other staff members. The ED serves in an *ex-officio*, non-voting capacity on the Board of Directors. Specific legal responsibilities are spelled out in Article VII, Section 1 of the organization's by-laws.

### **Duties and Essential Job Functions**

- **Movement Building:** *carrying out RfA's three mission objectives toward positive and sustainable change in RCA culture and policies: support, education, and advocacy*

- **Financial Development:** *securing a financial base for organizational effectiveness*
- **Human Resource Development:** *securing a personnel and volunteer base for organizational effectiveness*
- **Communications Coordination:** *partnering with the Board to articulate the RfA story to supporters and the wider RCA*
- **Administrative Liaison:** *monitoring and ensuring proper compliance within and outside the organization*
- **Financial Review**

### **Other Functions and Responsibilities**

Other tasks to be assigned to meet time constraints, relieve workloads of Board members, etc.

### **Reporting Relationships**

The ED is responsible to the Board of Directors through supervision by its president and/or Executive Committee. The ED supervises the work of others, as assigned, including:

- the associate director, who works with the ED to cultivate, support, and expand RfA's public profile and network of supporters across the RCA; and
- the bookkeeper, who, together with the ED, is responsible for oversight of financial accounts, payroll, insurance, and tax-related requirements.

### **Qualifications**

- A faith-driven/spiritual commitment to and passion for LGBTQ inclusion in faith communities.
- Familiarity with RCA and its values, history, and struggles regarding LGBTQ inclusion.
- Excellent writing and public speaking skills.
- Demonstrated ability to lead and inspire.
- Experience in movement building and/or community organizing.
- Experience in nonprofit management and administration.
- Broad experience with various electronic programs for email, word processing, spreadsheets, identifying relevant online information, and database reference and research.
- Ability to travel by car or public transportation (approximately 20% of annual time).

### **Education**

A bachelor's degree is required.

### **Physical Requirements/Work Environment**

If preferred, work may be performed out of a fully-equipped home office; however, access to a high-capacity copier/printer is necessary. RfA will work with the ED to locate appropriate rented office space as needed. The position does not require co-location with RfA Board members or other staff. The ED must have the capacity to quickly communicate with Board members throughout the country, share information and written material with them, and arrange for tele-video conference calls and other forms of communication requiring the

participation of multiple parties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The ED will be required to attend approximately five Board meetings annually, either by video conference (3) or in person at various locations over a weekend (2). Additional travel is required.

### **Compensation**

The Executive Director position is a full-time, exempt position with a total compensation range of \$55,000 to \$65,000, commensurate with experience.

### **Application Process**

Please submit a cover letter and resume to the Search Committee at [search@roomforall.com](mailto:search@roomforall.com). If you have questions about the position, please send an e-mail to [search@roomforall.com](mailto:search@roomforall.com). Applications will be received until September 15, 2019.

### **Non-Discrimination Policy**

Room for All is an equal opportunity employer, and as such, considers individuals for employment or promotion according to their skills, abilities, and experience. We value diversity and we do not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, family care status, veteran status, marital status, sexual orientation, gender identity, or any other basis prohibited by law.