



EPISCOPAL FARMWORKER MINISTRY

**Executive Director**  
**Episcopal Farmworker Ministry**  
Dunn, NC

Do you respect the worth, dignity, and rights of all people? Do you feel called to advocate for farmworkers and their families who support our agricultural communities?

Do you value the importance of each community's ethnic and cultural heritage, believing that all voices are equal and that we all can learn from each other?

Are you the kind of leader who believes people are an organization's most important asset and who knows how to build, nurture, and inspire a community internally and externally? Are you fearless to get your hands dirty to meet the day-to-day needs of the mission?

If so, you may be the Episcopal Farmworker Ministry's (EFWM) next Executive Director.

## **Why Episcopal Farmworker Ministry?**

Episcopal Farmworker Ministry (EFWM) started in 1982 with just one outreach worker who provided transportation to service agencies, translation, English classes, and recreational activities to migrant workers. Very quickly, EFWM started providing immigration services.

Starting as a joint ministry of the Diocese of East Carolina and the Diocese of North Carolina of the Episcopal Church, EFWM responds to the physical, emotional, and spiritual needs of permanent, migrant, and seasonal farmworkers and their families, and actively supports opportunities for them to become self-directive. Since 1982, EFWM seeks to minister to farmworkers in three principal ways: through direct services; through development and support of programs that work towards the empowerment of farmworkers; and by encouraging leadership development, advocacy, and education aimed toward a systemic change in agricultural policy at local and state levels.

EFWM is a \$500,000 organization, with 6 staff members (3 full time and 3 part time), more than 300 volunteers, and a board of 10.

**Want to know more?** Visit EFWM's website at <https://episcopalfarmworkerministry.org/>.

## **What will you do as Episcopal Farmworker Ministry's next Executive Director?**

Reporting to the Board of Directors, the Executive Director is fluent in Spanish and English and can build and heal relationships across cultural lines, advocate for and empower agricultural

**Armstrong McGuire**



migrant workers, and work with the Board, staff, and volunteers to continue to build and shape the ministry to meet the changing demands of the immigrant population.

### **Leadership and Mission Impact**

- Serves as the primary leader, community builder, spokesperson, and administrator.
- Facilitates a collaborative process with the Board, staff, and key stakeholders to set the strategic vision and priorities of the ministry.
- Provides direction for expanding or modifying programs and services as the needs of the community changes.
- Maintains regular communications with the Board and the dioceses, providing the necessary support, counsel, and information required for effective governance.
- Establishes good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

### **Operational and Financial Oversight**

- Manages the day-to-day operations of EFWM including programs, fundraising, finance, HR, IT, and office administration.
- Oversees preparation of the annual budget and other necessary financial documents.
- Ensures strong internal controls, fiscal responsibility, accountability, regular financial statements, and efficient, accurate, and consistent financial operations and practices.
- Makes certain EFWM has the appropriate systems, processes, physical space, and technology to operate efficiently and effectively.
- Responsible for the stewardship of facilities and equipment.
- Ensures high-quality service delivery, evaluation, and reporting that promotes the effective utilization of personnel and financial resources.

### **Fund Development**

- Oversees all fund development plans and activities, including acquisition, cultivation and stewardship of donors, annual appeals, events, grant writing, and identifying new resources.
- Responsible for the consistent flow of revenue to the organization, supporting programs and activities through diverse and multi-faceted income streams.
- Builds long-term relationships with key donor segments based on mission, cultivation, and stewardship, program outcomes, and sound fiscal management.

### **People Development**

- Builds a positive work culture that supports a productive, mission-focused work environment.
- Develops organizational structure, job descriptions, assignments, supervisory and evaluative procedures to engage and motivate staff and volunteers to achieve strategic goals effectively and efficiently.
- Hires, assigns, supervises, delegates, coaches, evaluates, and terminates staff in accordance with organizational policies and applicable laws.
- Works with staff to ensure a positive volunteer experience, maintaining focus on the engagement and retention of volunteers.

## Communications and Outreach

- Articulates the vision in an inspiring and authentic way to internal and external constituencies.
- Oversees the development of a relational communication and marketing plan that provides a clear and concise conveyance of EFWM's story.
- Build strong relationships with the churches in the Diocese of East Carolina and the Diocese of North Carolina to promote the values and mission of the ministry.
- Sustain relationships with Iglesia Episcopal La Sagrada Familia (the local Episcopal congregation), acting as a liaison between the faith communities and EFWM, working together to follow the core principles of Jesus.
- Builds and manages positive relationships with partner organizations, the local community, media outlets, and churches.
- Advocates at the local and state levels for the community served by EFWM.

## Key lived experiences, attributes, and skillsets sought in the Executive Director

- Passionate about EFWM mission, vision, and values.
- Experience casting a vision, building a strategy, and hands on leadership executing a plan.
- Experience in nonprofit management (3-5 years minimum).
- Experience working in the agricultural sector is preferred.
- Decision-maker who understands how to build consensus and a collaborative culture.
- Inspiring communicator who can motivate staff, the Board, donors, partners, and volunteers.
- Listener who is open-minded, focused on understanding.
- Excellent oral and written communication skills in Spanish and English.
- Demonstrated fundraising experience with success in building relationships with key stakeholders, church, business and foundation leaders, and others who can influence individual, corporate, and foundation, giving; experience cultivating, soliciting, and stewarding major gifts; grant experience preferred.
- Direct experience with personnel and employment matters, as well as structuring, hiring, onboarding and continually building a strong staff team.
- History of demonstrating the sound judgment, administrative skill, and financial acumen necessary to oversee day-to-day operations, direct staff, and manage a budget of at least \$500,000.
- Detail-oriented, logical, and methodological approach to problem-solving.
- Technologically proficient and curious with an appreciation for the power of technology to improve process.



## Think you are the next Episcopal Farmworker Ministry Executive Director?

To apply, click on the link to the **Executive Director position profile** at **ArmstrongMcGuire.com/jobs**. You will see instructions for uploading your cover letter, resume, salary requirements, and professional references. Please provide all requested information to be considered. In case of any technical problems, contact [talent@armstrongmcguire.com](mailto:talent@armstrongmcguire.com).

No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites. Salary is commensurate with the requirements of the position with a range of \$70-80K. Relocation is an option for the right candidate. Executive Director needs to live within 45 minutes of the office. Benefits include 21 days of vacation, 11 holidays, and sick days; health and dental insurance (100% employer paid); term life insurance; pension plan; and reimbursement for professional development.

*The Episcopal Farmworker Ministry is an Equal Employment Opportunity Employer. We strive to engage and center community members, especially those whose voices have traditionally been marginalized. As an equal opportunity employer, we value the benefits that a diverse culture brings.*