

TENS – The Episcopal Network for Stewardship

Executive Director Job Description

The Vision of TENS

TENS' vision is to provide training and resources for stewardship leaders across The Episcopal Church and beyond, around the following core competencies:

- ❖ Training clergy and lay leaders in the spirituality of money, and the skills required to address questions of money and personal finance in the congregation;
- ❖ Providing targeted stewardship leadership training for clergy and seminarians, at seminaries and at the diocesan level, including both the theology and the practice of stewardship;
- ❖ Mentoring a new generation of stewardship leaders, with special attention to youth, young adults, Generation Xers, and newly ordained clergy;
- ❖ Developing and utilizing methods of providing resources using web-based and other electronic techniques.

Purpose of the Position

The Executive Director of TENS shares leadership with the Board of Directors, creates and implements strategies to live out TENS' vision to provide training and resources to stewardship leaders in the Episcopal Church, Anglican Church of Canada, and beyond.

Position Responsibilities

- 1) Provide full-time attention to furthering the vision of TENS.
- 2) Further its mission by advocating for TENS, identifying potential partnerships and leveraging existing relationships in the best interest of TENS.
- 3) Oversee the work of TENS' staff to insure timely, accurate and high quality completion of tasks and the overall effective operation of the organization.
- 4) Serve as the primary development officer and execute strategies for raising the necessary resources to fund the ministries of TENS.
- 5) Along with the President of TENS, and the TENS Board serve as spokesperson and representative for the organization.
- 6) Cultivate and maintain relationships with TENS' members, partners and potential stewardship advocates to broaden the scope and reach of TENS.
- 7) Manage stewardship conferences (live and/or online), create resource materials and other products as to further TENS' vision.
- 8) Work with the President of TENS to set the agendas for meetings of the Board and Board committees.
- 9) Provide reports on TENS' activities (Executive Director, Board, Committee, etc.) to keep all Board members and staff informed.
- 10) Responsible for the preparation of the annual budget.
- 11) Ensures that TENS' physical assets and funds of the organization are managed appropriately.
- 12) In consultation with the Board, work to identify potential new Board members and orient Board members to the ministry of TENS.
- 13) Ensure the legal integrity of TENS. Execute contracts and commitments as authorized by the Board
- 14) Execute Board decisions, at the request of the Board
- 15) Give fulltime attention to the organization

Qualifications:

Passion for stewardship ministry

Excellent written and oral communication skills

Broadly established relationships throughout the Episcopal Church

Highly organized with the ability to manage several tasks simultaneously

Ability to travel extensively, primarily throughout the US

Organizational Dimensions

TENS has an annual budget of \$380,000

TENS has 68 diocesan & institutional members in the Episcopal Church and ACC

TENS Revenues are approximately \$347,000

Positions Reporting to Executive Director

½ FTE Membership and Finance Person

As needed Web content, social media editor

Other short-term, contract employees as budget and mission permit.

Position reports to the TENS Board of Directors.