

Job Posting January 24, 2019

Executive Director - Humanist Society of Greater Phoenix

About the Humanist Society of Greater Phoenix

We are the secular Humanist oasis in the valley, guided by reason, inspired by compassion and informed by experience. Our community is ready to grow and be recognized on a state and national level. The Humanist and humanist-friendly people of Phoenix who do not have a religious community to call home can find friends and intellectual exploration among us. Additionally, we have a dedication to giving back to the local community by running, participating, and contributing to organizations assisting and supporting those in need.

Each day you'll serve our mission: To foster the secular humanist community and advocate for humanist values in Greater Phoenix.

Job Duties and Responsibilities

Support the HSGP Board of Directors and Committee Chairs in growing membership and influence in the Community by the following:

- Work with Fundraising Committee Chair to meet fundraising goals:
 - Identify and pursue potential donors
 - Create new and enhance current donor relationships
 - Participate and/or lead brainstorming events creating new ways to raise funds
 - Utilize all tools available to identify and communicate with prospective donors
- Work with Membership Director to:
 - Energize the membership
 - Get members more involved in volunteering
 - Oversee ongoing communications with existing members
 - Send out monthly newsletters updating the membership on past and upcoming major events and news
- Volunteer Oversight and Supervision:
 - Organize volunteers for major events
 - Recruit volunteers to run various programs at HSGP
 - Help volunteers with their duties and goal setting
 - Identify needs for running the Center and recruit volunteers to be responsible for these needs
 - Conduct volunteer meetings and brainstorming as needed
- Will be the "Face" of HSGP in the AZ Community
 - Tabling at Special Events
 - Giving presentations at various events to share what Humanism is all about
 - Represent HSGP at various events to foster the growth of Humanism

- Handle day-to-day business of operating the center
- Attend board meetings, present reports on tasks and activities
- Establish partnerships/relationships with other Secular Communities
- Prepare reports to present to the Board that convey accomplishments, forecasting, budgeting and current activities
- Analyze programs, strategies, and suggestions for growth
- Attend appropriate conferences to network and grow the Humanist Community
- Research Market and Industry trends
- Handle rental agreements
- Work with Property Director to keep the property well-maintained
- Plan for the upcoming expansion of the community
- Work with Communication Committee Chair to write & post press releases for events
- Work with Service Outreach Director to plan events to benefit our community
- Fulfill the role while embodying the integrity and values of Humanism

Requirements and Qualities:

- Embraces Humanism and its Philosophy
- Excellent written and verbal communication skills
- Creative Problem Solver
- Self-Motivated and Directed
- Inspirational personality: able to take a kernel of an idea and turn it into action and results
- Sales experience
- Fundraising experience
- Goal oriented
- Organized
- Familiar with Digital media and Microsoft Office Suite
- Comfortable with both leadership and team-player roles
- Able to deal with many different personality styles
- Excels at multitasking, prioritizing, and managing time effectively
- Articulate, competent public speaker experience

1099 Contract Position: \$40-50K, depending on experience

If you are interested in this position, please email your resume and any additional information you would like to provide to hire@hsgp.org.

Thank you!