

**Job Description**  
**Part-Time Executive Director**  
**Fortunate Families**

Fortunate Families is an organization of Catholic parents of LGBT sons and daughters, and their allies, sharing with others on the same journey our message of hope and unconditional love for our families and fostering respect, friendship and justice for our children.

We are looking for an experienced Executive Director to work an average of 15 to 20 hours per week. The Executive Director will work from home and oversee all operations, functions and activities of our organization. A thorough knowledge of the fundamental teachings of the Catholic faith is required. The Executive Director will follow the strategic direction of the Board of Fortunate Families with the goal of managing and leading the organization toward the realization of its mission.

The Executive Director will be required to attend Board and other meetings. Some of these meetings will be in the evening and on weekends. Most meetings will be by telephone or teleconference but the Board usually meets face to face twice a year. The Executive Director will be expected to attend those face-to-face meetings.

Responsibilities will include:

- Develop and implement strategies to promote the organization's mission and vision
- Direct and oversee fundraising efforts
- Manage and maintain databases, including mailing lists, donations and contact records
- Maintain and post to social media resources, including Facebook, Twitter and the organization's blog
- Act as the public speaker and public relations representative of the organization
- Assist in building an effective team of leaders by assisting the Board in recruiting and developing additional board members and Listening Parents
- Expand the organization's contacts through marketing strategies, including recruitment of Parent Gathering sites

Additional qualifications that will be considered in an employment decision:

- Advanced training in theology, ministry or a related field
- Awareness of and sensitivity to LGBT issues in society at large and in the Catholic Church in particular
- Experience in developing strategies and plans
- Ability to develop and apply successful fundraising and networking techniques
- Outstanding organization and leadership abilities
- Understanding of accounting and measures of performance
- Excellent communication (oral and written) and public speaking skills
- Experience with information technology, social media, web design, blog postings