

Ecumenical Project for International Cooperation Associate Executive Director

About EPIC

The Ecumenical Project for International Cooperation, Inc. “EPIC” was founded in 1977 as a 501(c)3 and promotes Sustainable Agriculture, Environmental Protection, Human Rights, and Peace. EPIC is interfaith and believes that people of many faiths and nationalities can effect positive social change by cooperating internationally. EPIC partners with committed local nonprofit organizations offering transformative solutions for the pressing global problems of degradation of the environment, chronic poverty, malnutrition, and threats to human rights and peace. Our special emphasis is promoting a regenerative organic agriculture with families farming small hillside farms.

This year EPIC is supporting 18 projects in Guatemala, Honduras, El Salvador, Mexico, Colombia, Nepal and the United States. They are working in Regenerative Organic Agriculture, Environmental Protection, Health and Nutrition, Empowerment of Women and Youth, Human Rights (especially Indigenous Rights and Gender Equality), and Building Peace. EPIC empowers through its inspired leaders and education.

Position Description & Key Responsibilities

EPIC is seeking an Associate Executive Director to work with its current staff in management, fundraising, programs, finances, and the execution of its mission and strategic plan. Although the current administrative staff live and work out of Colorado this person could work from a virtual office located anywhere. It is expected that there would be at least quarterly staff meetings held in either Colorado or Washington, DC. It is the expectation that following a mentoring period with the current staff and successful performance evaluations the Associate ED would assume the full responsibilities of Executive Director.

The Associate Executive Director is a full-time position which reports to the Executive Director. The Associate ED will find EPIC with many strengths which include: (1) talented and committed program partners who are offering transformative possibilities for the pressing global problems of degradation of the environment, food production, chronic poverty, malnutrition, and threats to human rights and peace; (2) a body of financial supporters who are committed to EPIC’s mission and purposes; (3) financial reserves that could support EPIC’s work in an emergency.

Primary Role and Responsibilities:

1. Communicate the organization’s vision to EPIC supporters and the general public, and assist with the implementation of the vision
2. Write grant proposals which reflect EPIC’s approach of “bottom-up” proposal writing and beginning with the goals of EPIC’s program partners. Research new funding opportunities, establish and maintain relationships with funders, prepare proposal applications according to donor timelines, write and submit reports to funders

3. Write clear, compelling, and effectively organized print and digital materials that will bring in new donors, motivate donors to give, and help donors see the impact of their support
4. Collaborate with EPIC's program partners, staff, and Board Members to ensure EPIC's programs are described accurately in publications and electronic media
5. Establish a collegial relationship with EPIC's programs partners
6. Assist program partners with evaluation and reporting so that they become increasingly skilled in these areas
7. Prepare quarterly reports for the Board describing progress towards strategic fundraising goals and assist with preparation of annual reports. Participate in the preparation for the Annual in-person Board Meeting and for tele-conference Board Meetings.

Required Qualifications:

1. High energy, productive leader with 5+ years' experience in non-profit management, preferably with an organization working in areas of EPIC's concerns
2. Executive non-profit management experience with successful hands-on fundraising preferred
2. Knowledge and ability to be an advocate for sustainable agriculture/agroecology
3. A self-starter and able to organize one's own work
4. Prior work or extensive travel experience in the developing world
5. Commitment to social and environmental justice.
6. Commitment to the empowerment of women and indigenous people.
8. Love for cultural diversity.
9. Fluency in Spanish and English or acquired prior to employment
9. Demonstrated success in raising funds for a development organization, leadership and implementation of fundraising programs. Experience and comfort with direct ask fundraising
11. Proven ability to communicate with tact and enthusiasm, negotiate issues, and influence a diverse group of donors
12. Ability to learn and apply technology and use computer based social media
13. Business and/or educational experience sufficient to accurately oversee budgeting and financial functions
14. Demonstrated creative problem solving
15. Commitment to a consensus model of decision making
16. Willing to work flexible hours with a self-managed schedule
17. Willing to travel internationally to visit programs and domestically to visit donors

Application Materials

Interested candidates should send a CV/resume and cover letter indicating the skills and passion for EPIC's work you would bring to this position. Describe the spiritual basis of your motivation for this work. Send to epic.associateed@gmail.com subject line "Associate Executive Director Search".

Salary will be in solidarity with the poor and our non-profit program partners in the developing world.