

DIOCESE OF THE ARMENIAN CHURCH OF AMERICA (EASTERN)

MISSION STATEMENT: *The mission of the Armenian Apostolic Orthodox Church is to preach the Gospel of our Lord Jesus Christ and to proclaim its message of salvation. This mission is realized through worship, education, witness, service, and the common life in Christ as expressed in the distinctive faith-experience of the Armenian people. All members of the Armenian Church—both clergy and lay—are called to participate fully in its mission.*

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR

The Executive Director is responsible for all administrative and operating functions for the Diocese of the Armenian Church of America (Eastern). This includes oversight of Administration and Operations, Finance, Communications, Facilities, Business Function/Rentals, Development, and Information Technology. Coordinate with the Director of Ministries for executive aspects and manage Human Resources services, including salaries, and provide support as needed.

The Executive Director reports directly to the Primate and the Chair of the Diocesan Council, in accordance with the directives and policies established by the Primate and the Diocesan Council.

ACCOUNTABILITIES

Administration and Operations

- Maintain open communication regarding Diocesan finances in conjunction with accounting department and Diocesan Council Treasurer.
- Implementation of strategic, operational, and financial planning.
- Development and management of Annual and Department Budgets in partnership with Comptroller, Diocesan Council Treasurer, Director of Ministries and Department Heads to ensure compliance with all departmental policies.
- Negotiate and sign third party contracts with the input from outside legal representatives, as necessary, and approval of the Diocesan Council.
- Management of facilities functions to include supervision of staff and general building needs.
- Supervise and partner with the Manager of Rental Operations to generate maximum rental potential.
- Execute administrative and operational directives as requested by the Primate and the Chair of the Diocesan Council.
- Collaborate with the Director of Development on fundraising initiatives.
- Participate, as a non-voting member, in Diocesan Council meetings, for purposes of information sharing and collaboration with the Diocesan Council.
- Provide consistent communication with all staff and leadership members and Ensure staff communication and cooperation by providing guidance and support as appropriate.
- Establish all individual and departmental goals, in collaboration with the Primate and Diocesan Council. Edit and provide up to date job descriptions for all employees and communicate performance

expectations to all reporting staff members through scheduled meetings and one on one sessions. Address all performance issues as they arise and provide coaching when needed.

- Hire and terminate staff outside the Director level and facilitate annually scheduled performance reviews to all direct reports and act as an advisor to other supervisors performing reviews.
- Create policies and procedures, covering operational, financial, and human resource functions, for recommendation to the Primate and the Diocesan Council. Implement all approved policies and guidelines.

Communications

- Monitor the communications and digital presence of the Diocese of the Armenian Church of America (Eastern), including the Department of Ministries, in conjunction with the Primate, and Chair of the Diocesan Council.
- Keep staff apprised of appropriate current developments in consultation with the Primate and Diocesan Council Chair and facilitate and run regular staff meetings.

Execution and Coordination

- Coordinate the Diocese's portion of the Annual Diocesan Assembly coordinating with the Diocesan Vicar for the Clergy Conference Portion.
- Periodic meetings with the Director of Ministries, Diocesan Vicar, and Cathedral Vicar.
- Responsible for the coordination of the Diocese and Cathedral calendars.
- Coordinate events as needed.
- Assume any additional responsibilities as may be requested by the Primate or the Diocesan Council Chair.

Job Requirements

- A minimum of 8-10 years of progressive experience in executive leadership roles, demonstrating a proven track record in strategic planning, financial management, staff supervision, and organizational development.
- 10 years of direct management experience, including managing staff across many departments simultaneously, leading and developing high-performing teams, fostering a collaborative and inclusive work culture, and empowering staff to achieve organizational objectives. Strong interpersonal skills with the ability to inspire and motivate others.
- Fundraising creativity involving nonprofits preferred.
- 5 years in managing and developing budgets with a strong understanding of nonprofit financial principles and practices.
- Proven ability to develop and execute strategic plans, establish organizational priorities, and drive initiatives that align with the mission and goals of the Diocese.
- Knowledge of the Armenian language a plus, but not required.
- Must be able to connect to the mission and values of the Armenian Apostolic Orthodox Church, with a passion for promoting spiritual growth, community engagement, and service to others.