

North American Interfaith Network (NAIN)

Interfaith Consultant \$25 an hour up to a maximum of \$1800 a month (USD). This position is for not more than one year unless extended in writing by mutual written consent.

It is anticipated that the services provided will average 14-18 hours per week.

NAIN is a non-profit organization which consists of a network of Interfaith Organizations and individuals in Canada, the United States and Mexico. The mission is to strengthen the Interfaith movement in North American.

The NAIN Consultant (NC) will report to the NAIN Executive Committee.

Primary Responsibilities include the following deliverables and objectives:

- 1.** Prepare a strategic comprehensive business plan, and be responsible for fund-raising and grant-writing.
- 2.** Prepare quarterly reports recommending enhancement of NAIN's organization and tasks, including the status and recommended revisions to the scope of the NC's tasks, including milestones.
- 3.** Coordinate and energize the NAIN volunteers, board members, event committees, alumni, partnering organizations, and funders.
- 4.** Carry out assignments provided by the Executive Committee. Committee Chairs will make recommendations to the Executive Committee in regard to where the NC will "add value." These assignments may also be derived from recommendations by the NC.

Qualifications

The NC will be thoroughly committed to NAIN's mission. All candidates should have proven leadership, coaching, and relationship-building experience.

Specific requirements include:

- A proven track record of successful interfaith engagement, with diverse groups.

- Excellent writing, communication and organization skills.
- The provision of three references showing high ethics, integrity and competence as well as experience related to the scope of this position.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships is preferred.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures is preferred.
- Marketing, fundraising, grant-writing, and budgeting, as well as providing a comprehensive written strategic plan for NAIN will be the primary deliverables for this position for the year, in accordance with milestones.

Application: Applications and references shall be submitted in writing to Alan Bachman, Chair, NAIN, deswind@aol.com by February 7, 2020. A selection committee appointed by the Board will screen applications for meeting of minimum qualifications. Qualified people will be interviewed by “Zoom.”

The application shall consist of a resume, three references and a brief description of how the applicant would add value to NAIN. NAIN reserves the right to review the applications and pre-qualify applicants for actual interviews. Only those that will be interviewed will be contacted by NAIN.

It is anticipated that a selection will be made in February 2020 and that services will commence in February 2020.

The successful applicant will be expected to execute a customary independent contractor’s agreement, be responsible for taxes, insurance, and the means of carrying out the services. There are no benefits. However, reimbursables (meals, travel) may be approved in writing and in advance by the Executive Committee. The contract may be terminated upon 30 days written notice for any reason, with payment to be paid for services properly performed to the date of termination. Payments shall be made upon proper itemized invoices.

Any questions regarding this application, shall be made in writing and directed to: Alan Bachman, Chair, at deswind@aol.com.