

# ELCA Position Description

*PERSONNEL POLICIES STATEMENT: In all of its services, both within the churchwide organization and in the fulfillment of this church's mission in the world, the employees of the Evangelical Lutheran Church in America shall carry out the duties to which they are assigned in faithfulness to the faith and mission of the ELCA.*

*TITLE: Director for Racial Justice Ministries*

*GRADE: 17*

*REPORTS TO: Executive Director*

*UNIT: Multicultural Ministries*

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## **POSITION SUMMARY:**

This position is responsible for developing, implementing and managing the ELCA's Racial Justice Ministries program. The incumbent in this position will provide the necessary expertise and guidance to support this church's constitutional commitment to address racial injustice in church and society and become a racially just, anti-racist church by providing programs and resources to assist this church in achieving its goals. Work involves building and maintaining effective working relationships and networks throughout every expression of the ELCA (congregations, synods, and churchwide organization) as well as other ELCA constituents and ecumenical and inter-faith partners; directing the ELCA's internalized racial oppression (IRO) education and training program and the anti-racism/white privilege education and training programs of the churchwide organization; and developing methods of monitoring, evaluation and reporting as tools to assess movement in ELCA policy, practices and procedures for fostering an anti-racist organizational climate and culture.

## **DIMENSIONS**

No. of Employees: 1

Operating Budget: \$ 63,500

## **PRINCIPAL ACCOUNTABILITIES:**

1. Plans, develops, implements and manages a variety of racial justice ministry programs and resources that support this church's goal to address racism and racial injustice issues in church and society. This includes researching and identifying issues and best practices; strategic planning; maintaining successful programs/ materials and creating new programs/ materials when necessary; measuring and interpreting results to ensure that programs and materials are effective and relevant; and providing expertise, guidance and consultations when appropriate.
2. Works in collaboration, consultation, communication and cooperation with the African American Lutheran Association; American Indian and Alaska Native Lutheran Association; Association of Lutherans of Arab and Middle Eastern Heritage; Association of Asian and Pacific Islander-ELCA; European American Lutheran Association and the Association of Hispanic Ministries of the ELCA to break the cycle of oppression and begin guiding, nurturing and developing healthy leadership and communities across cultures, gender, age, class and languages.
3. Challenges and resources this church, in all of its expressions, to increase awareness of structural racism and increase readiness for transformation.
4. Convenes internal and external Racial Justice Ministry teams to support the work.

5. Assists this church in identifying and providing leadership opportunities for people of color and whose primary language is other than English by restoring confidence, self-esteem and dignity for those who have experienced brokenness and internalized the messages of racial oppression.
6. Works closely with synodical ant-racism teams to support their work and assist with resources.
7. Recruits, trains, and equips a network of volunteers and professional leaders as writers, processors, resource people and facilitators for IRO and white privilege education and training.
8. Plans, implements and manages internalized racial oppression (IRO) education, focusing on prejudice, bias and discrimination reduction as a way to address and encourage change.
9. Conducts various forums/presentations across synods/regions on issues of internalized racial oppression (IRO), anti- racism and white privilege.
10. Plans and monitors a yearly budget; negotiates contracts with vendors; monitors delivery of contracted work for the Racial Justice Ministry program.
11. Supervises and manages the work of support staff.
12. Manages special projects and other duties, as assigned.

#### **QUALIFICATIONS:**

1. Considerable knowledge, ability and sensitivity to contemporary cross cultural, ethnic specific and racial justice concerns, issues and needs.
2. Demonstrated experience in addressing racial justice issues, concerns and needs in both personal and public life; ability to speak to power and oppression and to create momentum and foster organizational change.
3. Exceptional interpersonal and relational skills; ability to work effectively across all levels of authority and build and maintain strong working relationships with various communities, including other faith-based, inter-faith and ecumenical bodies.
4. Ability to build and maintain "trusted advisor" relationships with key leaders and community members.
5. Knowledge of and commitment to the ELCA, its structure, purpose and goals.
6. Creative problem solver; open to new ideas and differing opinions.
7. Strong presentation skills, at ease with moderating large groups; proven ability to communicate effectively and clearly, with tact and diplomacy, in writing and in person; the ability to manage conflict in tense situations.
8. Working knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, adult learning theories and principles; and the measurement of training effects.
9. Experience in fiscal management, program planning, and development.
10. Experience in event planning and coordination, creative problem solving and ability to work under pressure and meet deadlines.
11. Ability to perform duties with minimal direction.
12. Ability to travel up to 25%.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk and hear, stretch and reach, use hands and fingers to operate a computer and telephone keyboard. This position requires sitting for long periods of time. Employee may be occasionally expected to lift boxes of 20 pounds. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions