



The legislative voice of the
Arizona Nontheistic Community

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Chair & Executive Director

Zenaido Quintana
Vice Chair

Don Lacey
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Serah Blain
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*Liaised Nontheistic
Organizations:*

Freedom From Religion
Foundation Valley of the
Sun Chapter

Freethought Arizona

Humanist Society of
Greater Phoenix

Or Adam Congregation
for Humanistic Judaism

Phoenix Atheist Meetup
Group

Prescott Freethinkers

Tucson Atheists

Secular Student Alliance
of Prescott College

*Liaised Nontheistic
-Friendly Organizations:*

Americans United for
Separation of Church and
State - Greater Phoenix
Chapter

Job Description:
**Full-Time Executive Director for
Secular Coalition for Arizona**

Description:

Secular Coalition for Arizona is seeking an Executive Director. The Executive Director should be ready and able to continue building on the progress of SC Arizona, and to help ensure its sustainability and bring it to the next level. The Executive Director promotes the mission of the organization and ensures that the voice of nontheistic Arizonans is clearly heard at all levels of Arizona government.

Responsibilities:

The Executive Director, reporting to the Board of Directors, oversees the business operations of SC Arizona. The Director will:

- Implement and oversee SC Arizona lobbying efforts for nontheistic interests at all levels of Arizona government, with a primary focus to the Arizona Legislature
- Lead and supervise the SC Arizona lobbyists, volunteers, contractors, vendors, suppliers
- Monitor legislation pertinent to SC Arizona
- Produce position papers and action alerts, seek out and coordinate media opportunities, and maintain an active, pertinent social media presence (Facebook, email blasts, website postings, etc.)
- Maintain ongoing fundraising efforts, actively developing and executing a fundraising plan that identifies and cultivates donors, and maintain positive donor relations

The SC Arizona Board of Directors will work with the Executive Director to set appropriate goals for the organization and will periodically review the performance of the Director towards achieving the organization's goals.

Qualifications:

The Executive Director must:

- be a skilled facilitator and negotiator, with the ability to both lead and serve a network of passionate, independent secular organizations and individuals
- listen to segments of the nontheistic and nontheistic-friendly community; carefully consider different perspectives and opinions; and act as a creative problem-solver and consensus-builder
- demonstrate communications skills manifested in writing, editing, speaking and interpersonal relations reflecting a knowledge of nontheistic positions and professionalism
- exhibit the highest level of honesty and integrity in dealing with SC Arizona members, liaised organizations, political allies and adversaries, and the general public
- communicate with the media in a cogent and convincing manner and with appropriate discretion to enhance the image of SC Arizona at all times

Compensation:

SC Arizona is a non-profit 501(c)4 organization entirely supported by donations and volunteers. The Executive Director is the only paid position of SC Arizona, and is a full time position. Compensation will be tied to fundraising effectiveness and individual qualifications.

Interested applicants may submit a resume, cover letter and salary requirements by email to Matt Schoenley, Chair of the Board, at matt@secularAZ.org. Resumes must be received by December 20, 2011.