

Position: Executive Vice President

Pay: \$115,000 – \$135,000 annual salary, commensurate with experience

Type: Full-time (45+ hours per week); occasional evening/weekend events and travel

Benefits: 15 paid vacation days; 12 paid holidays; paid sick leave; paid paternity leave; healthcare stipend

Job Location: Boise, ID

About Idaho Family Policy Center

Idaho Family Policy Center is a 501(c)(3) non-profit ministry that advances the lordship of Christ in the public square through promoting God-honoring public policy, engaging the church on cultural issues, and training statesmen to advocate biblical values.

Executive Vice President

The Executive Vice President at IFPC serves as the right hand to the President and the senior operational leader. This role is the operational cornerstone of IFPC, entrusted with translating and executing the President's vision while stewarding culture, team members, and systems. The person will step into a dynamic, fast-paced environment, leading and mentoring a growing team and making high-level decisions on behalf of the President as appropriate. This role is designed to provide leadership continuity and organizational stability, including the capacity to assume broader executive responsibility should the President be unavailable or transition from the role.

Required Qualifications

- Bachelor's or graduate degree in a pertinent field of study such as political science, journalism, theology, philosophy or government
- 5+ years of experience in a senior leadership, executive, or chief operating-style role, ideally within a public policy organization or biblical worldview ministry
- Significant experience leading teams; hiring, training, and managing direct reports; and running meetings
- Understands biblical worldview application to public policy and messaging
- Detail-oriented (learning administrative systems, meticulous in finding errors and omissions); strong attention to branding and messaging consistency
- Results-minded and growth-minded (contributing to a fast-growing ministry)
- Experience with a CRM or business management software (or ability to learn quickly)

Preferred Qualifications. The following qualifications are not required but are strongly preferred and will significantly strengthen a candidate's effectiveness in this role:

- Proven experience in public policy advocacy, particularly in advancing socially conservative policy within a legislative or public affairs context
- Demonstrated fundraising and advancement experience, including building long-term relationships with ministry partners, making direct asks, and implementing advancement strategy and policy

- Proven communications or public relations experience, including interacting with news media, distributing press releases, and participating in on-camera or recorded interviews
- Proven church engagement experience, including an understanding of how churches operate, partnering effectively with churches, and interacting with pastors and ministry leaders

Job Responsibilities

- Program Execution and Team Management (50%)
 - Oversee the implementation of IFPC programs, including church engagement, public policy, voter education, and legislator training initiatives
 - Manage IFPC team members: policy staff, church engagement staff, development staff, administrative staff, research fellows, and interns
 - In conjunction with the events team, supervise the planning and execution of IFPC events: fundraising galas/receptions, church engagement events, legislative townhalls, campaign schools, and voter education events
- External relations, alliance building, and financial development (30%)
 - Build and nurture relationships with current and prospective ministry donors through regular in-person meetings, phone calls, and email/mail correspondence
 - Build and nurture relationships with allied national/state/local public policy and grassroots organizations
 - Build and nurture relationships with church leaders, community leaders, and public officeholders
 - In conjunction with the communications team, manage media requests and implement media strategy, including press releases, op-eds, and other media outreach
 - Perform other duties necessary to expand organizational influence and impact
- Office and administrative support (20%)
 - Coordinate with vendors, including but not limited to web developers, CRM/advocacy platforms, mailing houses, graphic designers, etc.
 - Utilize CRM and advocacy software, Microsoft Office Suite, Google Suite, and other computer needs
 - Assist with planning and fulfilling fundraising mail appeals and other marketing initiatives

To apply, please submit your cover letter and resume to Katie@IdahoFamily.org. Your cover letter should indicate that you are a mature Evangelical Christian, involved with a local church, and agree with the IFPC mission, statement of faith, and key issue positions.