



Executive Director

Job post summary:

Date posted: May 2026

Hours/Pay: Minimum 40% of fulltime equivalent, with option up to 100%. Salary and hours negotiable.

Work Location: Remote with travel and in-person meetings throughout Virginia including some evenings.

Job description: Organization: Virginia Episcopal Real Estate Partners (VEREP) This position may evolve to support an additional related organization of the Diocese.

Reports to: Board of Trustees

About VEREP: Virginia Episcopal Real Estate Partners is a 501(c)(3) nonprofit and a related organization of the Episcopal Diocese of Virginia. VEREP helps congregations explore sustainable reuse and redevelopment possibilities of underutilized land and buildings in order to advance their mission and address community needs—such as housing, education, childcare, food access, etc. VEREP offers discernment, coaching, and technical expertise for every stage of church property redevelopment. For more information, see www.verep.org.

POSITION SUMMARY: The Executive Director is responsible for leading a growing organization committed to bringing real estate expertise, discernment, and financial resources to Episcopal congregations in Virginia under the direction of the Board of Trustees and in collaboration with the Diocese, funders, and consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

- Work with the Board of Trustees to establish and implement the strategic direction of the organization
- Manage the administrative staff and guide the work of the discernment and real estate development consultants

- Support the fiscal sustainability of VEREP by leading the organization's donor outreach and serving as the primary grant writer
- In consultation with the board president, develop the agendas for VEREP's quarterly board meetings and annual retreat
- Ensure compliance with all governance and regulatory requirements
- Oversee the annual budget in conjunction with the Finance Committee
- Lead the organization's communication and congregational engagement efforts
- Serve as the primary staff liaison to the committees of VEREP

QUALIFICATIONS

- Bachelor's degree
- Five years' experience in either nonprofit management, congregational support/engagement, or real estate development
- Exceptional written and oral communication skills
- Evidence of fundraising experience
- Ability to work effectively with a variety of stakeholders, including clergy and lay leaders, real estate experts, and funders
- Ability to organize and prioritize multiple tasks under strict deadlines
- Familiarity with Microsoft Office Suite and/or Google Suite.

HOW TO APPLY: To apply, send an email to info@verep.org. Include your resume with preferred hours and salary requirements, a cover letter of no more than one page, and a brief writing sample.