

# Repentance Project Director

## Position Description



- Reports to:** Coracle Executive Director
- Classification:** 32-40 Hours Full-Time, Exempt
- Location:** Based in the DC/Northern Virginia area



Since 2015, the [Repentance Project](#) has existed to “encourage racial healing by communicating the systemic legacies of slavery and racial injustice, building relationships, and creating opportunities—through formation, repentance, and repair—for a just future.” We believe that healing happens when we *recognize* the depth of our country’s racial injustice past and present, *repent* in word and action, and *respond* as agents of repair in the context of *relationships*.

The objectives of the Repentance Project within [Coracle](#) are to:

- Educate, resource, and encourage individual Christians, the Church, and communities to pursue racial healing, justice, and reconciliation
- Create resources to help people grow in this area and advocate for such growth
- Develop strong external partnerships to advance meaningful programming in the conversation about racial healing
- Aggregate and mediate opportunities for Christians to respond to racial healing, including networking avenues to engage and respond locally
- Coordinate Coracle’s various initiatives and activities pursuing racial healing, justice, and reconciliation

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The Repentance Project Director (RPD) reports to and works in close partnership with the Executive Director of Coracle and the Repentance Project leadership team and serves as the senior staff member of Coracle to oversee the work of the Repentance Project and coordinate Coracle’s racial healing initiatives. The RPD will fully engage in the staff life of Coracle and attend Coracle staff calls, meetings, and various events as needed.

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## RESPONSIBILITIES

### Program and Content Vision, Development and Implementation:

The RPD will work with the Executive Director and RP leadership team to generate and implement work on the Repentance Project “4 R’s” (Recognize, Repent, Respond/Repair, Relationships), including:

- Discern and clarify a vision for Repentance Project and develop resources and opportunities to help accomplish the mission
- Develop simple tools, resources, programming to help individuals and churches learn, grow, and act in the area of racial healing/repentance in line with the 4 R's
- Connect individuals to racial healing opportunities with other partner organizations to engage/respond locally
- Help maintain and nurture relationships with partners and related organizations to advance the mission
- Facilitate contexts/spaces for cross-racial/cultural conversations and relationships
- Work with Coracle staff to coordinate complementary racial healing initiatives and strategically expanding and amplifying Coracle's programming (Corhaven Graveyard, pilgrimages, seminars, book clubs, etc.)
- Participate in Coracle's Annual Juneteenth Celebration and Commemoration
- Strengthen Reconcilers prayer team engagement with RP/Coracle racial healing initiatives
- Coordinate with other Coracle staff to develop and implement programming
- Assist with facilitation of continued meetings for potential "Reparations Collaborative"
- Partner with other organizations and opportunities for individuals and churches to engage in reparations work
- Oversee repository of collected examples/stories of response/reparations work across the country
- Promote engagement with An American Lent/Lament

### **Team Facilitation:**

The RPD will work with the Executive Director to:

- Form, facilitate, and manage the volunteer RP leadership team partnering on RP work
- Update RP leadership team on programmatic and organizational developments
- Hire and manages part-time Communications/Administrative Assistant, whose responsibilities will include:
  - General administrative duties as assigned by the RP Director
  - Maintain all social media properties and creating monthly newsletters
  - Manage website content and development and update/maintain all web properties
  - Maintain updated reference collection of articles, books, curricula, websites, and educational resources on relevant topics
  - Coordinating meetings, scheduling calls and videoconferences, assisting with travel as needed by the Director
  - Other duties as assigned

### **Communications and Outreach:**

The RPD will have primary responsibility for RP communications and outreach, including the following:

- Expand RP's online presence and marketing, and ensure production of regular e-newsletters and other related tools

- Increase awareness of RP mission, promote RP resources, and expand relational/institutional networks
- Respond to public inquiries and media requests and enable RP engagement at events and interviews
- Coordinate RP communications efforts with the Coracle Communications Director

### **Financial Management:**

The RPD will have the primary responsibility to manage and oversee RP's administration and financial duties, including:

- Oversee and manage RP budget within Coracle and financial reporting
- Facilitate RP donor outreach and engagement and assist with fundraising, using the assistance of Coracle's development resources as needed
- Assist with RP grant proposals and church support engagement, as needed
- Coordinate and communicate RP work with Coracle Financial Administrator

### **QUALIFICATIONS**

- Excellent written and oral communication and public speaking skills, exceptional interpersonal skills, ability to manage multiple tasks efficiently in a deadline-oriented environment; flexibility to adapt to changing plans; ability to inspire and lead individuals and teams
- Minimum 3-5 years of experience in leadership, program management, or other relevant role
- Some prior experience in racial reconciliation and justice work
- Minimum of B.A. in a related field
- Mature Christian believer who ascribes to Coracle's core mission and Statement of Faith (The Apostles Creed)

### **REMUNERATION**

- Salary is negotiable and commensurate with experience
- Medical, Dental, Vision and Life insurance plus retirement benefits
- Three weeks annual vacation. Remote work until Coracle's physical office in NoVA is established, and then potential for partial virtual work from home hours as arranged with Executive Director

*Please direct all questions and applications to [admin@inthecoracle.org](mailto:admin@inthecoracle.org)*