

Friends World Committee for Consultation Section of the Americas
Position Announcement for Executive Secretary
September 16, 2010

Friends World Committee for Consultation brings Friends of varying religious traditions and cultural experiences together in worship, communication and consultation to express our common spiritual heritage and Quaker message to the world, connecting Friends, crossing cultures and changing lives. The Section of the Americas spans the two continents from the Arctic Circle through Bolivia. It brings together Friends from different traditions in large and small gatherings. It provides resources in Spanish and English on Friends' beliefs, testimonies, and organizations, as well as on Friends' current work in the Americas.

SEARCH FOR EXECUTIVE SECRETARY

Friends World Committee for Consultation Section of the Americas seeks a Friend for appointment as Executive Secretary beginning May 1, 2011. The Section's Executive Secretary is the spiritual and practical leader of the organization in collaboration with the Executive Committee. She or he facilitates and supports the governance of this Quaker organization. He or she, with the Executive Committee, develops, focuses and implements the organization's vision, while anticipating the future and being open to and facilitating strategic planning and needed changes. As the chief administrative officer, the Executive Secretary is responsible for employing, managing and supervising the staff, budgeting, financial administration, fundraising, outreach and interpretation. The person works with other FWCC offices and Sections around the world and relates to Yearly Meetings and Quaker organizations in the Americas.

QUALIFICATIONS AND ABILITIES:

1. Active membership in the Religious Society of Friends; comfort talking about personal spiritual life and Friends' faith, values and practice.
2. A sense of calling to serve the wider Religious Society of Friends in a visible leadership role.
3. Knowledge of and respect for the whole range of Friends; personal connections and experience with Friends in the Americas from traditions other than own.
4. Ability to lead, to articulate and help shape a vision for FWCC as a Spirit-led organization, seeking God's will for it in today's world.
5. Capacity for strategic thinking and analysis.
6. Demonstrated experience in effective fundraising. Ability and commitment to develop and implement a comprehensive development plan.

7. Demonstrated experience with fiscal management, analyzing income and expense trends and taking steps to address them with a willingness to make hard choices and decisions gracefully.

8. Demonstrated administrative skills especially in supervision, delegation and prioritization.

9. Strong communication skills in writing and speaking, including public presentations. Given the major constituencies of the Section, ability to communicate in both English and Spanish is highly desirable.

10. Comfort with all forms of electronic communication, proactively track new media and ensure that FWCC uses the most helpful means of communication.

11. Demonstrated experience working with and supporting committees and volunteers.

12. Energy, sense of humor, and willingness to work hard both independently and collaboratively.

13. Ability to travel, maintain a full schedule, and work evenings and weekends as required.

14. Willingness to live in the Philadelphia area.

Application deadline: December 1, 2010.

Starting date: May 1, 2011.

Further information, including application form, at www.fwccamericas.org or contact Ann Stever, Clerk of the Search Committee at fwccsearch@aol.com.