



Friends World Committee
for Consultation
SECTION OF THE AMERICAS

Comité Mundial de Consulta
de los Amigos
SECCIÓN DE LAS AMÉRICAS

EXECUTIVE SECRETARY

The Executive Secretary is the chief executive officer of the Section of the Americas of the Friends World Committee for Consultation and is responsible for carrying out the purposes, policies and programs established by the Section. The Executive Secretary attends to relationships with member yearly meetings and with a variety of Friends groups in the Section in all its cultural, linguistic and theological variety. The Executive Secretary reports to the Section Meeting of Representatives, works under the oversight of the Executive Committee and consults regularly with the Section Clerk. The Executive Secretary provides and arranges for the necessary support services to *ad hoc* and standing committees doing the work of the Section and directs those aspects of the work assigned to staff. With the Clerk of the Section, the Friend in this role carries responsibility for relationships with the World Office and the three other Sections.

Starting salary range: \$75,000-\$85,000 Full-time, 35 hours/week, exempt, significant travel required.. Health, dental and vision insurance, funded health savings account. Life and disability insurance. 7% employer contribution and up to 3% matching to 403b retirement plan. 11 paid holidays, 20 days annual paid vacation and 16 days paid sick leave.

Application Deadline: April 15, 2024

The duties of the Executive Secretary may vary in emphasis or detail in accordance with the directions of the Executive Committee, but include:

Program

1. Oversee all Section programs and assign budget and staff resources to support them. Attend to balance, boundaries and cooperative relationships among programs throughout the geographic regions of the Section. In consultation with assigned staff, clerks, and committee members, ensure adequate support, regular reporting and evaluation of their work.
2. In consultation with the Executive Committee, Section Meeting, and appropriate standing committees, initiate new programs as opportunities to serve Friends become available and as the resources to respond are available. Assist in transitions as programs may be modified or laid down.

Administration

Executive Secretary
Friends World Committee for Consultation - Section of the Americas

1. Provide general supervision of all staff, including salary arrangements, work assignments, training, evaluation of performance, and, in consultation with the Personnel Committee, development of personnel policies and practices. The Executive Secretary hires and, when necessary, terminates the services of staff.
2. Give general oversight to Section office management; establish working relationships with Friends Center.
3. Ensure gathering of annual information from Yearly Meetings regarding membership, calendars and Representatives. Oversee maintenance of all records and lists; ensure that appropriate physical and electronic files and archives are maintained.
4. In consultation with the Clerk and Executive Committee, support governance of Section business at Section Meetings and Executive Committee meetings. Consult with, and as possible, attend all administrative committee meetings.

Finance and Development

1. In consultation with Finance Committee and staff, develop and monitor budgets and expenditures. Attend to overall financial health of the Section, oversee fiscal management in accordance with the Section's established financial procedures.
2. In consultation with the Development Working Group and staff, develop fundraising plans and lead the implementation, increasing support for the work of the Section.
3. Ensure maintenance of appropriate financial and donor records, and necessary reporting and auditing.

Communication and Consultation

1. Maintain regular contact with Representatives to the Section and constituent Yearly Meetings. Ensure development and distribution of external and internal communications, including newsletters, brochures, annual reports, and audio-visual materials, using modern technology as appropriate.
2. Visit and travel among constituent meetings, other Friends meetings, and gatherings, attend major Friends gatherings and conferences. Represent the Section at occasional ecumenical gatherings and programs.
3. Establish consultative and cooperative work in areas of common interest with FUM, FGC, EFCI, EFM, AFSC, FCNL, and other major Quaker organizations; attend annual meetings of Superintendents and Secretaries.
4. Maintain cooperative, consultative relationships with World Office and the other Sections. Represent World Office as requested at QUNO meetings in New York City and at other

gatherings. Participate in International Representative Meetings and Central Executive Committee meetings and assist in their preparation, especially of those within the Section; transmit information within the Section from those gatherings.

Qualifications

1. Demonstrated administrative skills; ability to handle several projects concurrently, to meet and to set deadlines.
2. Experience and skill in financial management and fundraising.
3. Experience and skill as supervisor, in staff recruitment, and in training.
4. Spanish and English language fluency, strong communication skills in writing, speaking, and public presentation in a multi-cultural setting.
5. Energy, sense of humor, and willingness to work hard both independently and collaboratively.
6. Ability to travel, maintain a full schedule, and work evenings and weekends as required.
7. Member of the Religious Society of Friends, sympathetic understanding and knowledge of variety among Friends; sense of calling to serve the wider Society of Friends.