

The General Commission on Religion and Race

General Secretary

The General Commission on Religion and Race (GCORR) Selection Committee announces a national search for the next General Secretary and invites inquiries and applications for this position. GCORR seeks an experienced professional with a proven record of leadership. GCORR's next General Secretary will be responsible for casting a vision for GCORR, while also challenging and equipping the Church to complete its agenda of dismantling racial discrimination.

The General Secretary is responsible for providing strategic leadership in order to advance GCORR's ministries, achieve the ministerial and financial goals of GCORR, and apply proven business practices to benefit GCORR. This position is also responsible for managing all administrative aspects of GCORR, including, but not limited to, finance, accounting, human resources, staff supervision, and communications. The preferred candidate must bring inclusive, collaborative and decisive leadership to this position, possess a sound understanding of GCORR's unique mission and values, and possess a solid understanding of UMC polity.

Key Responsibilities:

- Foster effective relationships across the connection that advance GCORR in its mission and work. These relationships include, but are not limited to, the agency's Board of Directors, the UMC General Secretaries Table, Council of Bishops, Connectional Table, racial/ethnic caucuses, annual conferences and seminary leadership.
- Lead a strategic approach to support and facilitate GCORR's ministerial goals and objectives. Collaborate with the board of directors to develop a strategic approach to support the goals of the agency.
- Manage financial controls of the agency, including all budgets and financial audits, as well as give active oversight to the accomplishment of GCORR's fundraising and earned income goals.
- Oversee administrative areas of the office of GCORR, ensuring compliance with the Book of Discipline, GCORR policies, applicable laws, regulations and industry standards. Manage and direct the work of the staff and ensure a safe, healthy working environment that promotes diversity and is free of all harassment, oppression, and discrimination.
- Be the primary spokesperson for the agency, using meeting attendance, speaking engagements, commentaries, position papers, and other forms of media to implement GCORR's vision, mission and purpose, goals and objectives, and to promote the work of the agency.
- Address and respond to complaints of racial discrimination from all levels of the Church by advocating for their fair and equitable resolution.
- Lead the agency in preparations for the General, Jurisdictional, and Central Conference meetings as called, ensuring GCORR is well positioned with regard to financial management, public relations/visibility, delegate engagement, and holding the church and delegates accountable for resisting racism and discrimination in its conduct and decision-making.

Qualifications:

- Master's degree is required.
- Prior experience demonstrating executive-level skill and facility, including administrative and supervisory experience is required.
- Prior experience working with large budgets and proven record of ability to interpret impact for ministry, and change management is required.
- Prior experience in non-profit management is strongly desired.
- Proven track record in diversity, equity and inclusion, and intercultural competence in an ecclesial setting.

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- Knowledge of The United Methodist Church and its structures is required. United Methodist Church Membership is required.
- Ability to think and operate strategically and tactically.
- Ability to manage multi-cultural, collegial-style staff effectively and with sensitivity.
- Ability to develop and maintain effective interpersonal relationships without regard to title, ethnicity, theology, philosophy, or gender.
- Ability to exercise initiative and creativity in order to help move the denomination toward greater inclusiveness.
- Commitment to fulfilling the Christian imperative through a reconciling ministry.
- Understands and respects the theological/cultural diversity of the United Methodist Church, while upholding the agency's commitments to equity and justice.
- Ability to travel, internationally and domestically, approximately 50% of the time, or as needed.
- Residence in Washington D.C. is required.

Email resume and cover letter to jobs@gcfa.org

Closing Date: **February 10, 2021**

GCORR is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.

No Staffing Agencies or Recruitment Firms