



## Position Announcement

### General Council on Finance & Administration

*“Serving the Church through the ministry of administration” is the mission of the General Council on Finance and Administration (GCFA). Guided by its mission and scripture, particularly 1 Corinthians 3:9a – For we are laborers together with God...” GCFA seeks to enhance available resources that will enable the fulfillment of the mission and ministry of The United Methodist Church financial plan, through a servant ministry to the local church, annual conference, bishops and general agencies in promoting fiscal integrity, strategic alliance building, and steadfastness to United Methodist traditions and disciplines. GCFA cares for the administrative, legal and financial needs of the Church, works with United Methodist boards and agencies and other organizations outside the Church to offer programs and services that will assist annual conferences and local churches throughout the connection with their administrative ministries.*

Position Title: Deputy General Secretary-Operations	Classification: Exempt	Level: 19
Reports To (Title): General Secretary	Department: Administrative Services	Date: January 21, 2010

#### Basic Purpose:

To lead the development and effectiveness of GCFA's Ministry Action Plan (strategic plan) while giving oversight to the functional areas of Connectional Services, Financial Services, Communications, and internal Human Resources.

#### Essential Job Functions

1	Provides direction and leadership for the development, engagement, and measurement of the GCFA Ministry Action Plan and serves as the project manager for visionary initiatives established by the General Secretary.
2	Provides leadership development, direction and staff evaluations to direct reports in areas of Connectional Services, Financial Services, Communications, and internal Human Resources (Generalist).
3	Serves as the central coordinator of GCFA ministry activities ensuring timely flow of information to and from the General Secretary's office. Facilitates GCFA leadership team meetings and the coordination of GCFA service initiatives throughout the organization in relation to the Ministry Action Plan.
4	Develops and manages an internal communication plan that fosters cross-functional collaboration and forward agency missional movement.
5	Serves as the most senior executive position under the direction of the General Secretary. Provides counsel and direction to agency executive team members when the General Secretary is unavailable.
6	Creatively develops revenue initiatives unique to The United Methodist Church and/or in collaboration with initiatives of other established United Methodist fund developers.

#### Job Standards:

<b>Education</b>	Masters degree or active pursuit of Masters degree in Business Administration, Leadership, Organizational Development and/or equivalent area of study preferred. Bachelor degree required.
<b>Other Specialized Knowledge</b>	<b>Must be a member of The United Methodist Church.</b> Financial analysis and strategic planning is important for the analysis and interpretation of complex financial information and other data that impact the work of GCFA as the principal financial and administrative body for The United Methodist Church.
<b>Experience</b>	At least 15 years experience in a leadership role within a complex organization with primary responsibility for strategic planning, leadership development and cross-functional collaborative initiative development. 10 or more years of leadership and/or project management experience with familiarity in the functional areas of financial services, information technology, human resources, communications and data collection.
<b>Learning Period</b>	At least 6 months to understand the roles and responsibilities of employees and board members within GCFA, in the other general agencies and in the annual conferences. A full four-year budgeting cycle is needed to fully understand the nuances of the position.

**Applicant Information:** Interested candidates should send resume, letter of application and three references to:

<b>Apply to:</b>	GCFA Personnel Services, P. O. Box 340029, Nashville, TN 37203-0029 Fax: (615) 369-2325 Email: jobs@gcfa.org
<b>Position Announcement Dates:</b>	January 21 – February 8, 2010
<b>Closing Date for Candidate Application:</b>	February 8, 2010