



## Position Description

### 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 ways to work with others to fulfill the agency's servant ministry and the mission of The United Methodist Church. GCFA is charged by *Discipline* to care for the administrative, legal and financial needs of the Church. GCFA works with other boards and agencies and 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: June 30, 2009

**Basic Purpose:** This section describes the position's basic purpose or mission.

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:** This section describes up to six major elements of the job, listed in order of importance. The description includes what is done, why it is done and an estimate of the total working time the incumbent spends on each task.

Essential Job Function	Description	% of Time
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.	50%
2	Provides leadership development, direction and staff evaluations to direct reports in areas of Connectional Services, Financial Services, Communications, and internal Human Resources (Generalist).	20%
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.	10%
4	Develops and manages an internal communication plan that fosters cross-functional collaboration and forward agency missional movement.	10%
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.	5%
6	Creatively develops revenue initiatives unique to The United Methodist Church and/or in collaboration with initiatives of other established United Methodist fund developers.	5%

**Major Accountabilities:** This section describes the major accountabilities for the position. An accountability statement has a "bottom-line" orientation that often will encompass several essential job functions as listed above.

1	Interprets the effectiveness of GCFA's ministry services in conjunction with the Ministry Action Plan and develops plans for enhancement, reduction and/or elimination of services as determined after strategic review.
2	Leads the internal leadership team in collaborative ministry efforts. Ensures understanding of internal roles and responsibilities.
3	Identifies internal departmental leaders to delegate visionary project research, development and/or implementation.
4	Provides overall direction to GCFA executive leaders when the General Secretary is unavailable.
5	Assists GCFA in fulfilling its <i>Disciplinary</i> responsibilities.
6	Seeks out creative avenues of fund development for projects, interests, etc. as determined by the General Secretary.
7	In collaboration with the office of the General Secretary, increases internal communication throughout the agency, resulting in clearer understanding and collaboration regarding GCFA's ministry activities.



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**Job Standards:** This section describes the minimum knowledge, skills and abilities needed to perform the essential job functions.

<b>Education</b> What is the minimum level of formal education required?	Masters degree in Business Administration, Leadership, Organizational Development and/or equivalent area of study.
<b>Other Specialized Knowledge</b> What other training and/or certification are necessary?	<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> What kind and how much previous experience are needed?	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> How long would it take a new employee to learn the job?	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.

<b>Applicant Information:</b> All resumes must be post marked by the closing date.	<b>Full time w/ benefits</b> <b>Exempt</b>
<b>Apply to:</b>	Personnel Services P. O. Box 340029 Nashville, TN 37203-0029 Fax: (866) 347-6279 Email: jobs@gcfa.org
<b>Posting Dates:</b>	November 11 – December 4
<b>Closing Date:</b>	December 4

*GCFA is an equal opportunity/affirmative action employer and encourages women, persons of color, and individuals with disabilities to apply*