



General Secretary/President Job Description

Essential Functions:

The General Secretary of the NCC will provide executive leadership for the NCC in the areas of Governance, Staffing, Priorities and Mission, Finances, Fund Development, Communications/Public Relations, and will report to the Governing Board.

Priorities and Mission

- Establish accountability/evaluation standards and systems that track the organization's effectiveness and impact.
- Develop a strategic plan for executing the organization's mission and vision.
- Coordinate and staff the formulation of objectives, goals and plans for the work of the Convening Tables based on Council-wide priorities.
- Work collaboratively with partners, funders and policymakers to advance the church's role in being the "moral/prophetic voice" to have social impact.
- Contribute to the ecumenical movement as a visionary thought leader and communicate that vision to a broader public within and beyond the religious/theological/church sector.
- Be attentive to global and other ecumenical relationships.

Fund Development Leadership

- Actively engage in and exercise oversight for fundraising through the Board Development Committee, grants and individual contributors based on development plan.
- Build, maintain and strengthen relationships with key, diverse stakeholders, funders and/or institutional partners within the ecumenical/religious/theological/church sector for the purpose of institutional advancement.

Communication/Public Relations

- Serve as the chief spokesperson of the NCC.
- Provide overall coordination of communications and public relations with staff and Communications Committee.

Financial Oversight

- Implement with the Board and staff, effective investment and financial strategies and systems that are aligned with NCC's vision, mission and values.
- Develop and be accountable to the Board for a sustainable annual budget.
- Exercise oversight for finances and administration through the Administration and Finance Committee, including the Audit Committee.

Staffing

- Ensure that staff is properly hired, supported and developed.
- Provide annual staff performance reviews.
- Implement staff training and practices to ensure the NCC's commitment to gender, racial and economic justice is lived out.

Governance Leadership

- Develop and work with the Governing Board and Governance Committees to ensure that they are properly constituted and informed to conduct effective governance.
- Implement the policies of the Governing Board.
- Implement Board training and practices to ensure the NCC's commitment to gender, racial and economic justice is lived out.
- Build relationships with members of the NCC Governing Board and encourage broadening and increasing interaction between and among member communions.

The General Secretary/President will also perform such other functions as assigned.