

**Friends United Meeting
JOB DESCRIPTION**

Job Title: Global Ministries Director

Department: Global Ministries

Employment Status: Full time/non-exempt

Qualifications:

- Extensive leadership experience in Christian ministry/non-profit organization, preferably in a global context
- Ability to translate vision into concrete and sustainable programs and partnerships in multiple locations
- Strong interpersonal and organizational skills
- Effective staff management ability, including oversight of staff in remote locations
- Excellent verbal and written communication skills
- Capacity to listen to and work well with others
- Willingness and availability to travel
- Theological literacy
- Master's degree preferred

The Global Ministries Director must be aware of the diversity of Friends' faith and practice in order to effectively communicate the message of FUM throughout our constituency. An awareness of current issues/interests/needs among Friends world-wide is important. A growing personal faith and commitment to Jesus Christ and an active involvement in the Religious Society of Friends is required.

Reports to: Friends United Meeting General Secretary

Job Summary:

Friends United Meeting *“commits itself to energize and equip Friends through the power of the Holy Spirit to gather people into fellowships where Jesus Christ is known, loved and obeyed as Teacher and Lord.”*

With this purpose statement in view, the Global Ministries Director provides program direction and strategic management in establishing new and sustaining, effective global ministries across FUM. Through the development of a high-functioning and committed group of field staff, well-developed partnerships and effective programming, the Global Ministries Director helps FUM expand the reach and deepen the impact of FUM in the world through holistic evangelism, global partnerships, leadership development and communication.

Responsibilities/Duties:

Staff Development and Management:

- Provide direction, oversight and support for FUM field staff and Richmond-based Global Ministries staff
- Oversee the interview, selection and orientation process for FUM field staff appointments and cross-cultural volunteers
- Collaborate with other Global Ministry staff to develop and maintain relevant policies, furlough and support-raising schedules and agreements with partner entities
- Encourage and assist field staff in raising their annual support

Strategic Program/Ministry Administration:

- With the FUM Board and General Secretary, oversee the initiation, continuation and termination of Global Ministry programs and partnerships
- Lead annual ministry planning processes for Global Ministry activities and monitor ongoing activity and evaluation of year-end goals
- Provide coordination and involvement of field staff support teams and program committees
- Coordinate the preparation of the annual budgeting process for Global Ministry programs and staff
- In collaboration with the General Secretary, initiate and assess emerging ministry opportunities in new and existing fields of service, including within North America.
- Assist in program and event coordination as needed

Community Connections/Communication:

- Serve as an ambassador within the FUM constituency, interpreting the mission work of FUM to meetings/churches, yearly meetings and other groups
- Visit yearly meetings as an FUM representative
- Maintain connections with Friends from the various regions of FUM and other mission support groups such as USFWI, Quaker Men, etc.
- Develop regular communication and working relationships with the FUM general board, working groups and yearly/local meeting mission's committees
- Collaborate with field staff and communication staff to tell the story of FUM's work and witness as it is carried out in Global Ministries
- Maintain connection with related Friends/mission agencies as time allows

General Staff Functions:

- Participate in monthly staff meetings and other meetings as requested
- Serve on the Program Coordination and Priorities Committee (PCPC)
- Participate in FUM functions such as Triennial, General Board meetings and Yearly Meetings sessions as requested
- Follow through on correspondence/contact with people via phone, email, etc
- Serve as Richmond staff leader/facilitator in the absence of the General Secretary
- Reports to and is accountable to the FUM General Secretary