

**General Secretary**  
**Right Sharing of World Resources**  
Job Description

The General Secretary provides Spirit-grounded servant leadership to Right Sharing of World Resources (RSWR) and articulates the organization's vision and mission to both internal and external audiences. The General Secretary is the chief executive officer of RSWR and is responsible for the effective management of all of RSWR's affairs. The General Secretary is also responsible for the effective supervision of all staff and management of all programs.

Committees and volunteers play a strong role in RSWR. The General Secretary works collaboratively with RSWR officers, Board and committee clerks, and committee members. Major policy and budgetary decisions are made by the RSWR Board of Trustees. The General Secretary must balance their personal gifts of visioning, discernment, and planning with deep listening, careful consultation, and strong support for the growth and exercise of similar leadership gifts and skills by many others, both volunteers and staff.

**Desired Qualifications:**

1. Familiarity with Quakers, commitment to Quaker values, and comfortable with the diversity within our Religious Society of Friends.
2. Experience in administrative position(s), preferably in a "servant leadership" role and with a non-profit organization.
3. Experience supervising staff and working cooperatively with volunteer committees.
4. Experience with, or knowledge of, development work in low and middle income countries, with particular attention to the challenges facing poor women there.
5. Excellent communication and writing skills.
6. Experience in fundraising and development work, including cultivation and solicitation of high-end donors.
7. Willingness to travel, both domestically and (occasionally) in the four countries with RSWR programs (Guatemala, India, Kenya and Sierra Leone).

**Major Job Responsibilities:**

**Servant Leadership**

1. Provide leadership in thinking, planning and action that is based on deep respect for and appreciation of staff and committee colleagues.
2. Clearly communicate the vision, mission and goals of RSWR to staff, committee members, donors and other stakeholders.
3. Lead the Board, staff and country reps in developing and periodically updating a strategic plan for the organization.
4. Develop and model a sense of shared responsibility and effective teamwork across the entire organization.

**Program Development, Management, & Evaluation**

- In cooperation with appropriate staff, country coordinators, contractors, and Board members, develop proposals and plans for specific programs, services, and projects.
- Prepare and oversee contracts with RSWR overseas partner organizations, communicating regularly with them, supporting and evaluating their work, and taking appropriate steps when problems arise.
- Exercise ultimate responsibility for the effective and proper implementation of all approved RSWR programs and services.

### **Communication and Advancement**

- Serve as the principal “public face” of RSWR.
- Work with Board members and Advancement staff to plan and implement an effective strategy for communications and advancement.
- Prepare and present programs about RSWR’s mission, programs and services to stakeholders, with particular attention to Quakers and Quaker events.
- Maintain, identify, and build relationships with both active and potential individual donors, including cultivating major gifts.
- Cultivate and raise money from foundation or corporate funding sources to support both existing RSWR programs and new programs and projects.

### **Financial Responsibilities**

- Working with the Finance Director and the RSWR Finance and Advancement Committees, prepare 5-year projections and annual budgets for consideration and approval by the board.
- Consult regularly with the Finance Director to monitor income and expenses, seeing to it that RSWR is functioning efficiently within the approved budget.

### **Personnel Administration and Management.**

- Recruit, hire, and, if necessary, terminate the employment of staff.
- Provide thoughtful, honest feedback and support staff development in line with RSWR plans and priorities, delegating tasks and roles wisely.
- Hold regular supervisory meetings and annual performance reviews with direct reports, setting appropriate goals; record results in personnel files, and see that other supervisors do likewise with their direct reports.
- Arrange for training for staff as appropriate.

### **Support for Board and Committees**

- Communicate regularly with the Presiding Clerk and Assistant Clerk, and with committee clerks as appropriate.
- Attend all Board meetings and provide appropriate written and oral reports.
- Take an active role in Executive Committee meetings.
- Attend committee meetings as appropriate.
- Help recruit new board members.

**Supervisor:** The General Secretary is accountable to the Board of Trustees. The Clerk of the Board of Trustees serves as the immediate supervisor of the General Secretary and conducts an annual review of the General Secretary’s work.

**Supervises:** Associate Secretary for Advancement, Program Director, Director of Finance, Executive Assistant

**Hours:** Full time (exempt)

**Salary Range:** \$82,000 - \$95,000

**Benefits:** Paid holidays/sick/vacation time, medical insurance, retirement plan