

Executive Director Position

Great Plains Conference - UMC

The Job

The mission and vision of the Great Plains Conference is to create great churches, great leaders and great disciples of Jesus Christ for the transformation of the world. The Executive Director is a key position in leading the Conference team in their day to day collaboration for achieving this vision.

The Executive Director is responsible for building a healthy, 21st Century, best practices culture where communication, entrepreneurship, cross-fertilization of ideas for ministry and team building are prized. The Executive Director will work closely with the Bishop, Conference directors, Cabinet, and Connecting Council to ensure faithful, efficient, and effective organizational alignment that supports the Conference's vision and mission.

The Executive Director will form a team with the Conference directors and staff to support congregations in their efforts to grow in vitality and reach and disciple new people in their mission fields.

Reports to: Bishop

Requirements:

- Bachelor's degree as a minimum, preferably in management-related fields
- Knowledge of United Methodist polity
- Minimum 10+ years of effective leadership experience in faith-based or non-profit organizations
- Demonstrated success in ensuring outstanding performance of management-level teams in faith-based or non-profit organizations
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources
- Proficiency in non-profit fiscal and strategic management
- Strong written and oral communication skills
- Proficient in operating basic professional programs such as MS Office and Skype for Business.
- Ability to travel locally required, with occasional overnight travel as needed

Core job tasks

- Coordinate and supervise conference team activities to ensure outstanding performance in support of the vision and strategies for the health and vitality of the conference
- Ensure, in consultation with the Bishop, optimal candidates for key conference team positions
- Ensure the timely and reliable reporting from all the conference team
- Facilitate strategic planning and implementation
- Lead in the application of lessons learned for continuous improvement in all aspects of conference team performance and output
- Support the development of the conference team through career plans and continuous coaching
- Establish and maintain positive, strong relationships with key stakeholders in the conference, as needed to meet expectations and outcomes
- Provide feedback to the Bishop, Cabinet, and Connecting Council on areas for improvement of conference health and vitality

Personal attributes

- Transparent and high integrity leadership
- Objectivity and fairness
- Ability to lead teams to accomplish outcomes
- Strong written and oral communication skills
- Ability to facilitate the development of the team's skills and knowledge
- Ability to continuously learn and grow
- Openness in collaborating with diverse groups

- Responsible to complete professional tasks and commitments with quality and efficiency

Salary Information

- \$ 83,832 year plus \$ 16,202 housing with benefits

Physical Requirements – Physical Activity

- Must have the physical ability to move about office with efficiency of speed in emergency situations and throughout the day. Must have visual acuity to view computer screens and documents. Ability to understand verbal instruction from others, as well as communicate clearly and concisely with people. Must be able to lift up to 15 lbs., if needed.

Requisition Details

- Department: Great Plains Conference
- Posting Date: 9/01/2017
- Closing Date: 9/30/2017
- Open until Filled: Yes
- Proposed Start Date: 11/01/2017

Required Documents

- Resume
- Cover Letter / Letter of Application

Send information to

C/O Barb Campbell / Administrative Assistant to Bishop
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