

Wisconsin Council of Churches

Position Description Executive Director

Position: Executive Director

Hours: Full time, salaried, exempt position

Salary: To be negotiated

Benefits: Vacation, sick leave, health and retirement benefits as per WCC personnel policies

Purpose of Position:

To lead the Wisconsin Council of Churches as it discerns and embraces God's call to the Church in the 21st Century to serve God's People and deepen the unity all Christians have in the Body of Christ, in partnership with its member denominations and others. We seek a director who will help us deepen and expand our common mission and develop new relationships to support our work.

Responsibilities:

1. Develop collegial, fiscal, and partnership relationships with member judicatories and judicatory leaders.
2. Provide leadership in effecting positive communication within and among all Council structures, programs, partners, and with member denominations.
3. Seek collaboration with and support from foundations and individuals to assist in funding the programmatic work of the Council.
4. Provide leadership to the Council in its exploration and articulation of the Biblical and theological basis of its work.
5. Provide leadership to the Council as it responds to emerging issues in Wisconsin.
6. Administer the overall program of the Council under the direction of the Board of Directors.
7. Serve as Head of Staff, providing direction and supervision to both program and support staff.

Accountability:

The Executive Director is accountable to the Board of Directors of the Wisconsin Council of Churches.

Relationships:

1. Serves as the chief administrative officer of the Board of Directors and as staff resource to all Council structures.
2. Is the head of staff, the supervisor of program and support staff, and the colleague of all staff;
3. Is in communication with the executive leadership of the member denominations, with the wider religious community, and with the media.

Qualifications:

1. Manifests evidence of personal faith in Jesus Christ, knowledge of the scriptures, and a theological perspective that undergirds ecumenical action.
2. Is a member in good standing of one of the Council's member denominations.
3. Has demonstrated leadership ability.
4. Has proven ability with administrative skills and fund development.
5. Demonstrates a commitment to ecumenism.
6. Has proven skills in written and oral communication.

04/10/17