



RELIGION & RACE

General Commission on Religion and Race

THE UNITED METHODIST CHURCH

Position Opening: Director of Administration and Operations

The General Commission on Religion and Race (GCORR) of the United Methodist Church (UMC) is responsible for ensuring institutional equity, diversity and intercultural competency at every level of the church. GCORR provides an opportunity to work with talented people in support of a mission. We are a dynamic, evolving organization that values a strong work ethic, strategic thinking, teamwork, and mutual respect. We are in search of a Director of Administration and Operations to complete and complement our team.

Position Overview:

Provides administrative oversight of the fiscal, operational, and administrative functions including finance, information technology, operational/administrative management, and data management programs of the GCORR; provides leadership for strategic planning and implementation of new programmatic strategic initiatives for GCORR and manage internal and external reporting functions of the agency.

Responsibilities:

- In conjunction with the General Secretary, provides strategic leadership and oversees strategic initiatives for programs and services including oversight of the development of strategic plans/initiatives, identification of opportunities to leverage cross-program strengths that help create efficiencies and address organizational challenges, and creation and implementation of systems that monitor and evaluate measurable outcomes and progress of program initiatives/goals;
- Develops road map for achieving agency-wide alignment of organizational strategic plans and performance-based outcomes and serves as strategic program leader as assigned by the General Secretary.
- Oversees administration and oversight of all administrative/operational functions including finance, information technology, data management, evaluation and review, and CORR Action Fund grant program.
- Primary oversight on matters related to budgeting, accounting and financial policy making and implementation working cooperatively with the General Council on Finance and Administration.
- Performs other tasks as assigned.

Qualifications

- A strong commitment to GCORR's mission, values and goal of promoting intercultural competency.
- At least 5-7 years of experience including experience overseeing administrative and/or operational functions of organizations with understanding of implementation of strategic plans and establishment of evidence-based measurable outcomes.
- Demonstrated expertise in the area of financial administration. .
- Excellent project management skills with strong attention to detail, and demonstrated ability to work independently and complete tasks in a timely manner.
- Excellent interpersonal skills and ability to interact with diverse populations both internally and externally.
- Excellent writing/editing and verbal communication skills.
- Flexibility and willingness to take on a variety of tasks, which small organizations often require, along with an ability to work effectively in a highly collaborative, team environment.
- A proven track record as an implementer who thrives on managing a variety of key initiatives concurrently.
- Experience in accounting and/or grant management

Compensation:

Annual salary depends on experience, retirement benefits, paid vacation/sick leave, comprehensive medical, dental and accidental death insurance; other benefits as outlined in the Employee Personnel Manual. This is a full-time exempt position with 25 percent travel. The position is located in Washington, DC – paid relocation assistance is negotiable.

Hiring Policy:

The General Commission on Religion and Race is an equal opportunity employer and considers applicants for all positions without regard to race, color, age, gender, national origin, disability, sexual orientation or any other legally protected status. Denominational membership is not required.

Procedure and Deadline:

Send a cover letter, resume and an essay outlining your philosophy and approach to administrative and financial oversight. (www.gcorr.org). Incomplete applicant information will not be considered. The position needs to be filled as soon as possible and will be open until filled.

Send application information to:

froberts@umc-gbcs.org

-or -

Ms. Frances J. Roberts, AGS Human Resources
100 Maryland Ave NE #224
Washington, DC 20002-5625