


| Position Description General Agencies of the United Methodist Church | |  General Commission on the Status and Role of Women |
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| Position Title: Director of Leadership Development and Accountability | Level: 17 | |
| Reports To (Title): General Secretary, GCSRW | Department: | Date: September 2018 |

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| Basic Purpose: |
| The Director of Leadership Development and Accountability creates and coordinates ministries and resources that support the development of principled Christian leaders who “challenge The UMC through a continuing commitment to the full and equal responsibility and participation of women in the total life and mission of the Church, sharing fully in the power and the policy-making at all levels of the Church’s life” (BOD 1201). The Director is a key staff position to help set the vision and direction for the Commission’s ministries and to carry out the overall assigned and emerging functions and tasks of the agency. |

| Essential Job Functions: | | |
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| Functions | | % of Time |
| 1. | Train, resource, support and strategize with annual conference COSROWs (or equivalent justice-based and accountability structure within the US and Central Conferences) to “achieve full participation of women in the life of the church” (BOD 644). | 30 |
| 2. | Create and manage projects, including the coordination of developing resources for emerging issues in The UMC (including annual conferences in the US and in Central Conferences) regarding the full inclusion of women. | 30 |
| 3. | Oversee monitoring, research, and reporting functions that measure and advise The UMC on the status and role of women. | 20 |
| 4. | Recommend legislative and structural changes for The UMC to allow additional accountability for all branches and structures of The UMC related to the disciplinary mission providing for the full inclusion of women. | 10 |
| 5. | Advocate for people/groups of people who face gender discrimination. | 5 |
| 6. | Perform other duties as assigned by the General Secretary (including emerging issues). | 5 |

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| Major Accountabilities: | |
| 1. | Provide AC COSROWs with tools/skills/resources/support needed to be effective in their ministries. |
| 2. | Provide The UMC (US and Central Conference) with resources and reports that are needed to fulfill the mission of seeking the full inclusion of women (clergy and lay) at all levels of leadership. |
| 3. | Provide The UMC with data regarding the progress towards the mission and thereby allow the focus of resources to areas where needed for the full inclusion of women (clergy and lay.) |
| 4. | Provide analysis and direction to the creation of needed ministries that address inequities affecting women in The UMC. |
| 5. | Provide information to allow accountability across The UMC where inequity is found in systems or in structures. |

| Job Standards: | |
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| Education What is the minimum level of formal education required? | Masters Degree in related area. |
| Other Specialized Knowledge What other training and/or certification are necessary? | Knowledge of gender/women issues, leadership, conflict management, United Methodist structure and polity preferred. Membership in UMC preferred. |
| Experience What kind and how much previous experience are needed? | Six years in a related field. Experience working with diverse groups of people and ideas also helpful. |
| Learning Period How long would it take a new employee to learn the job? | 4 years |

| Technical and Physical Requirements: | |
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| Types of Office Equipment Operated | % of Time |
| Standard office equip: PC computer (laptop and desktop), with proficiency in Microsoft Word, PowerPoint, Outlook, Excel; cell phone (text-message proficient) | 50 |
| Working Conditions | % of Time |
| Job requires a high level of sensitivity and ability to work with persons in emotional and conflicted situations. Person must have valid driver's license and be eligible for a valid passport. | 35 |
| Physical Requirements | % of Time |
| Must be able to lift 40 lbs., and travel (nationally and internationally) | 35 |

Benefits include:

- Medical, Prescription Drug, Dental and Vision Insurance
- Life Insurance, Supplemental Life Insurance, and Dependent Life Insurance
- Accidental Death and Dismemberment Insurance
- Short-Term and Long-Term Disability Insurance
- Retirement/Pension Plan /Personal Investment Plans
- Flexible Spending Accounts for Medical and Dependent Care
- Paid Holidays
- Paid Vacation
- Paid Sick Leave and Personal Leave

Position is located in Chicago, IL. Relocation may be provided.

If you are interested in the position, please submit cover letter and resume to emoy@gcsrw.org by **October 15, 2018.**