



Friends United Meeting General Secretary Job Description

Reports To Executive Board and the General Board

Position Summary

The General Secretary serves as the chief executive officer and spiritual leader of Friends United Meeting (FUM). Working in partnership with the Executive Board, staff, Yearly Meetings, and ministry partners around the world, the General Secretary provides leadership for the mission, strategy, operations, financial sustainability, and public witness of Friends United Meeting. The General Secretary is responsible for leading the organization through a season of renewal by strengthening relationships across the global fellowship, restoring organizational confidence, advancing financial sustainability, clarifying strategic priorities, and ensuring that FUM faithfully fulfills its mission of proclaiming and demonstrating the Gospel of Jesus Christ.

Primary Responsibilities

Spiritual and Strategic Leadership

- Provide Christ-centered spiritual leadership rooted in scripture and the Friends tradition.
- Lead the development and implementation of FUM's strategic vision and priorities.
- Foster a culture of prayer, discernment, collaboration, and faithful innovation.
- Model a leadership practice in which discernment leads to clear decisions and faithful action.
- Help the organization respond effectively to changing opportunities and challenges while remaining grounded in its mission.

Executive Leadership

- Direct the day-to-day leadership of Friends United Meeting.
- Build and supervise an effective senior leadership team capable of managing FUM's major functional areas and carrying significant operational responsibility.
- Ensure effective planning, budgeting, financial management, and organizational stewardship.
- Align organizational structure, staffing, and ministry priorities with strategic objectives.

- Foster a healthy workplace culture marked by accountability, collaboration, clear communication, appropriate boundaries, cultural humility, and shared commitment to FUM's mission.
- Promote accountability, operational excellence, and continuous improvement. Address conflict, performance concerns, and organizational dysfunction directly and constructively.

Advancement and Financial Sustainability

- Serve as Friends United Meeting's chief advancement officer and take executive responsibility for developing a diversified and sustainable revenue strategy.
- Lead comprehensive fundraising efforts, including major gifts, annual giving, planned giving, grants, foundation relationships, institutional support, and other appropriate revenue opportunities.
- Build long-term relationships with donors, churches, Yearly Meetings, and ministry partners.
- Cultivate and steward significant donors and institutional partners while also building organizational fundraising capacity that extends beyond the General Secretary personally.
- Communicate the impact of FUM ministries in ways that inspire generous investment.
- Work with the Executive Board and Advancement Committee to ensure long-term financial sustainability.
- Provide executive leadership for the financial health, sustainability, and responsible stewardship of Friends United Meeting. Work in partnership with financial staff, the Executive Board, and appropriate committees to develop annual budgets and longer-term financial plans that align FUM's resources with its mission and strategic priorities.
- Maintain a clear understanding of FUM's financial position and ensure that the Board receives timely, accurate, and understandable information. Support the Executive Board in understanding significant financial trends, risks, opportunities, and tradeoffs so that it can exercise its governance responsibilities effectively.
- Ensure responsible stewardship of restricted and designated funds and compliance with applicable nonprofit financial, legal, and reporting requirements.

Global Relationship Leadership

- Strengthen relationships throughout the worldwide fellowship of Friends.
- Foster authentic partnerships among Yearly Meetings, with particular attention to strengthening relationships between North America and East Africa.
- Visit Friends throughout the global community to encourage collaboration, mutual learning, and shared ministry.
- Promote reconciliation, trust, and unity across cultural and theological differences.

Governance and Board Partnership

- Serve as the Executive Board's chief executive partner in implementing organizational strategy.
- Support the Board in developing effective governance policies and practices.

- Keep the Executive Board informed regarding ministry, finances, advancement, organizational performance, and challenges, with candor, judgment, and appropriate sensitivity.
- Implement Board policies and strategic priorities with integrity and transparency.
- Work closely with the Board Clerk and Assistant Clerk to support the Board in long-range planning, policy development, and organizational assessment.
- Help establish clear expectations regarding the respective responsibilities of the General Secretary, Executive Board, General Board, committees, and staff as the governance structure of FUM evolves.

Communication and Public Representation

- Serve as the primary spokesperson for Friends United Meeting.
- Clearly articulate FUM's mission, strategic direction, organizational realities, accomplishments.
- Communicate consistently with Friends, supporters, churches, and partners through speaking, writing, and digital media.
- Represent Friends United Meeting within the broader Quaker community and in ecumenical and other relevant settings.

Qualifications

Candidates should demonstrate:

- Commitment to the Christian faith, mission, and values of Friends United Meeting.
- Significant executive leadership experience in nonprofit, educational, or mission-based organizations.
- Demonstrated success in organizational leadership, strategic planning, and change management.
- A record of leading an organization or significant organizational unit through financial, structural, strategic, or cultural change.
- Proven experience in fundraising, donor cultivation, and advancement leadership.
- Strong financial management and governance experience. Working knowledge of nonprofit governance and demonstrated experience partnering effectively with a governing board.
- Exceptional communication and interpersonal skills.
- Experience working effectively across cultures and within international organizations.
- Willingness and ability to travel extensively throughout the worldwide fellowship.
- Master's degree or equivalent leadership experience preferred.

Approved by Friends United Meeting Executive Board, August 19, 2026