

Executive Director, UMCOR

Job Summary:

As the humanitarian relief and development arm of The United Methodist Church, the United Methodist Committee on Relief (UMCOR) seeks to alleviate human suffering and assists United Methodists and churches to become involved globally in ministry to persons in need. UMCOR works with vulnerable communities to strengthen self-sufficiency and encourage partnerships. UMCOR responds to U.S. and international disasters, addresses diseases of poverty, ministers to refugees and immigrants, provides clean water and actively works to reduce hunger. UMCOR *is part of* the General Board of Global Ministries.

Reporting to the General Secretary, the Executive Director of UMCOR is the leader of UMCOR's programming and operations. In collaboration and in consultation with the General Secretary, the Chief Operation Officer, the UMCOR Treasurer and the Board of Directors, the incumbent sets the strategic direction and is responsible for the development, plans and objectives of the UMCOR organization. S/he leads a multidisciplinary team of 40+ staff members. The Executive Director is charged with creating a results oriented, healthy organizational culture. As a member of the Cabinet senior leadership team s/he must work in collaboration with the leadership team to collaborate and create an environment where the mission is at the forefront of the work of UMCOR. The core program activities of UMCOR are:

- **International Disaster Response**
 - When a natural or human-caused disaster strikes outside of the United States, UMCOR serves as the primary channel for United Methodist assistance. In the short-term, UMCOR provides funds to our partners to distribute food, hygiene supplies, shelter and other basic needs to ease human suffering. In the long-term, we work with local partners towards recovery and reconstruction.
- **US Disaster Response.**
 - When responding to a disaster in the United States, UMCOR works with the conference disaster response ministries to provide the following:
 - Financial assistance - emergency grants may be sent when a bishop of the affected conference contacts UMCOR;
 - Expertise - UMCOR's disaster-response experience and knowledge are made available to those in need;
 - Networking - connections with volunteers, experts, local government and other organizations can help communities recover from disaster.

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- **Global Migration**
 - Recognizing that migration is a complex issue, UMCOR works with partners to examine the causes of migration and to ensure the four rights of migrants: the right to stay, the right to safe passage, the right to welcoming and belonging, and the right to return. We are committed to providing support for refugees, migrants and asylum seekers from all over the globe with our partners Church World Service and National Justice for Our Neighbors, along with our collaboration with other US and international humanitarian agencies.
- **WASH, Food Security and Livelihoods**
 - Global Ministries supports WASH programs worldwide, providing direct help through UMCOR and supporting the work of partners. Programs provide education and increase access to improved water sources.
- **Creation Care (Sustainability)**
 - Recognizing that climate change and environmental degradation increase disaster risk, the UMCOR Creation Care program looks inward at the work of UMCOR and Global Ministries and outward at the ministries of The United Methodist Church to equip the church to address modes of living and working that contribute to climate change and environmental degradation.
- **Relief Supplies**
 - Relief supply kits help provide care for the most vulnerable people during times of crisis. UMCOR collects school kits, cleaning buckets and hygiene kits for distribution after disasters. UMCOR operates two relief supply depots located in Louisiana and Utah and collaborates with a network of depots around the United States.

Essential Job Functions:

- Manages all functions listed above. Hires, develops, coaches, sets goals and ensures a work environment that is healthy and collaborative. Works closely with staff to ensure good working relations between all internal departments of UMCOR and with departments within Global Ministries with whom several services are shared.
- In collaboration with the General Secretary and the Treasurer, develops and approves policies to:
 - identify programs within and outside of The United Methodist Church, that help alleviate human suffering and advances the Programs of UMCOR;
 - strengthen relationships with program coordinators and committees of other organizations within The United Methodist Church, partners and other outside agencies that advance the purposes of UMCOR;

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- facilitate the development of UMCOR strategies within Global Ministries to identify and meet Program needs;
 - develop policies and Program priorities that will define the role of The United Methodist Church in meeting Program needs in coordination with outside agencies;
 - create policies for UMCOR to receive, review, evaluate and recommend selected proposals for funding;
 - create policies for the effective operation of the Programs.
- The Executive Director in partnership with the Treasurer submits to the board at each of its regular meetings, and when the directors request them, reports describing the Programs and their related financial activities.
 - Develops relationships with stakeholders inside and outside of Global Ministries including US and international partners.
 - Represents UMCOR in public and private settings through presentations, information sharing and more.
 - Plays a lead role in the fund-raising activities of UMCOR
 - Travels to locations where UMCORs work is being done.

Major Accountabilities:

- Ensures the work of UMCOR is delivered in a meaningful, impactful and fiscally responsible manner
- Develops a high performing team who understand their link to the work we do and the importance of a collaborative and healthy work environment
- As a member of Cabinet, works closely with and supports Global Ministries' cross-functional projects and initiatives.
- Represents UMCOR and Global Ministries in a confidential and highly professional manner
- Is actively involved and takes a lead in UMCOR's fund-raising efforts

Education:

- Bachelor's degree required. Master's or PhD preferred in theology, non-profit management, public administration or health related field
- In-depth knowledge of the work and vision of the Methodist Church

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Experience/skills:

- 12+ years of experience with progressively higher levels of responsibility; 6+ years senior level leadership experience
- 5+ years of direct management experience, including finance, budgeting and reporting and staff management
- Prior experience leading development programming
- ability to develop and strengthen relationships with international and US partners to maximize our impact.
- Proven ability to work within diverse settings and contexts including the ability to communicate effectively across diverse contexts and cultures
- Prior experience developing programs and strategies to respond to disasters
- Strong interpersonal skills – proven ability to lead high performing teams and work as a team with a senior leadership team
- Good organizational and project management skills
- Proven ability to work collaboratively with a senior management and other key stakeholders
- Ensure deliverables are met with a sense of urgency while maintaining positive working relationships

To apply, please visit our web page at: [Executive Director, UMCOR](#)

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