

# Position Description

## General Secretary of Philadelphia Yearly Meeting

### Position Summary:

The General Secretary is the chief administrator of Philadelphia Yearly Meeting (PYM). With Divine guidance, they are responsible for providing visionary executive leadership and oversight of all staff operations and for the support and integration of all PYM projects, services, and activities. The General Secretary is expected to contribute positively to the vitality and effectiveness of PYM as a whole and to represent PYM and Quakerism to the broader community.

The General Secretary is appointed by the body in Sessions. The General Secretary reports to the Administrative Council and the Quaker Life Council of PYM and shall be accountable to them for the satisfactory discharge of their responsibilities.

### General Areas of Responsibility:

1. Help the PYM community discern and articulate a coherent set of goals and programs consistent with its purpose.
2. Work with staff and committees to develop and maintain a spirit of collegiality, mutual respect, and collaboration that supports the vision and priorities of PYM.
3. Lead, coordinate, and support the work of PYM staff. This includes helping to set and clarify priorities for the work of the staff; evaluating alignment of the staff structure and positions with the work to be done; and providing guidance and encouragement to the staff.
4. Take the lead in developing and maintaining open, effective communication channels with Monthly and Quarterly Meetings, their members and their attenders.
5. Provide leadership and strategic support to PYM's efforts to raise resources, both money and people, to fulfill its priorities and to support the long-term growth and stability of PYM.
6. Collaborate with clerks of PYM and Councils to assure appropriate and impactful representation of PYM in public venues. This includes communicating PYM's work and vision and representing Quaker beliefs and testimonies to a variety of publics.

7. Promote the spiritual growth of PYM in collaboration with PYM governance, Friends and meetings.

## Key Responsibilities:

### Personnel Leadership

1. Hold ultimate responsibility for recruiting, supervising, evaluating, and mentoring of all PYM staff, with particular responsibility for those who directly report to the General Secretary.
2. Ensure staff have the resources they need and are well-supported in doing their work. Ensure workloads are reasonable.
3. Lead recruitment, onboarding, promotion, reassignment, and termination processes. Ensure that the organizational staffing structure aligns with PYM's priorities.
4. Lead in the development of personnel policies and procedures and ensure their appropriate implementation. Ensure compliance with labor laws and foster the application of best practices in personnel management.

### Communication and Representation

5. Ensure there are strong communications channels and procedures in place that engage people and meetings with the ministry and activity across the community.
6. Learn of and attend to the concerns of both Monthly and Quarterly Meetings through regular communications with these groups. This will involve visiting and consulting with meetings and people who play key roles in helping PYM to do its work.
7. Interpret and explain PYM programs and how they relate to and support Monthly and Quarterly Meetings.
8. Represent PYM to other Quaker and religious organizations, including serving as an active member on the boards of Friends Fiduciary Corporation and The National Council of Churches.
9. Represent PYM and Quakerism to the broader, non-Quaker community by articulating and sharing our fundamental beliefs and practices.

## Development

10. Provide leadership, guidance, and collaboration to create a development strategy and annual fund goals.
11. Participate in direct solicitation of financial and other resources.
12. Maintain a general working knowledge of PYM projects, services and activities in order to explain and interpret them in eliciting their financial support.

## Fiscal and Property Management

13. Ensure effective leadership in the development of budgets and take responsibility for their faithful execution. Work to ensure the long-term financial viability of PYM.
14. Ensure the appropriate management and use of PYM's investments, including compliance with all donor-imposed and legal restrictions.
15. In collaboration with the trustees of the Arch Street Meeting House Preservation Trust, ensure the viability and vibrancy of the historic Arch Street Meeting House.
16. Represent PYM's interest as a part owner of Friends Center.

## Organizational Support

17. Support the successful planning and implementation of sessions of PYM. Attend and participate in PYM sessions. Support clerks in setting the agendas and managing the governance of PYM.
18. With the clerks of PYM, ensure critical practical and ministerial needs of the Yearly Meeting are addressed by the governance structure.
19. Provide leadership and direction for large PYM projects in collaboration with the governance or community group responsible for the project.
20. Integrate the work of PYM projects within PYM and in the context of the work of other Friends organizations.
21. Participate in the meetings of councils. Also participate in the meetings of other governance groups, as appropriate or necessary.
22. Perform such other duties as PYM shall direct.

## Qualifications:

1. Participation in the Religious Society of Friends, including taking an active role in a Monthly Meeting, whether as a member or as an attender.
2. Executive leadership experience managing organizations and people.
3. Leadership experience in a business or non-profit organization, with programmatic, management, and fundraising experience and some background in personnel administration and resource development.
4. Experience managing organization budgets and finances.
5. Courageous and respectful leadership, including the ability to make difficult decisions and to deal effectively with reactions to those decisions.
6. Ability to travel as required to serve effectively.
7. Willingness to relocate to the greater Philadelphia area.

## Personal Characteristics – a person who is:

- a deep listener;
- an excellent communicator and interpreter, with strong interpersonal skills;
- a consultative and collaborative leader;
- someone with warmth and an ability to laugh;
- of strong personal spiritual grounding;
- of high standards for personal ethics;
- of high Quaker energy;
- shares Friends' concerns while maintaining a joyful approach;
- able to be both a problem solver and visionary and maintain a balance between the two;
- able to work comfortably within the consultative framework of Friends' decision-making processes;
- able to articulate Friends faith and practice to seasoned Friends and newcomers alike.

**Location:** 1515 Cherry Street, Philadelphia, PA

Approved by PYM Councils on February 28, 2025.