

## **General Conference Business Manager of the Global Methodist Church**

**Purpose:** The purpose of this staff position is to supervise the arrangements for General Conference and all related meetings. This will include facilitation of the physical arrangements, business expenses, and development of processes in cooperation with TCCGC. This staff member will implement decisions made by TCCGC and TLC related to General Conference.

**Compensation Package:** \$110,000 to \$125,000 in total compensation (including salary, housing, and benefits) depending on candidate's education and experience. Paid time off will follow GMC vacation provisions.

**Duration:** No guarantee that this position will exist with ONLY these responsibilities beyond 2026 GC. Position is likely to be combined with other responsibilities at that time since the next General Conference will be planned for 2032.

**Exempt or Non-Exempt:** This is a professional position and will be exempt. Hours are generally self-directed except for specific meetings and on site events.

### **Reporting:**

- Reports to Transitional Connectional Officer
- Primary direction by the Chair of TCCGC & TCCGC Executive Committee.
- Performance appraisal conducted by Transitional Connectional Officer with input from The Executive Committee of TCCGC

### **Working Relationships:**

- Works with Transitional Commission on Convening General Conference
- Works with GMC Transitional Connectional Officer and staff
- Works with Transitional Leadership Council
- Works with Bishops
- Petitions Secretary
- Hired contractors, vendors, and other service providers
- Serves the delegates and visitors to The General Conference

### **Expectations & Qualifications:**

The successful candidate:

- Has strong faith in Jesus Christ and is committed to mission, ministry, and doctrine of the Global Methodist Church.
- Has thorough understanding of the workings of a General Conference. Has attended at least one UMC or other Methodist General Conference as a delegate, volunteer, or advocate/observer. Experience with planning Annual Conference sessions or other large meetings a plus.
- Has good interpersonal and leadership skills.

- Has the ability to keep confidential information confidential.
- Has the ability to analyze complex data and situations.
- Has demonstrated ability to make the most of financial resources for the Kingdom of God. This includes familiarity with budgets and accounting processes.
- Has experience recruiting and managing volunteers.
- Has strong computer skills including excel and word processing.
- Is able to travel internationally (has or can obtain a Passport).
- Has degree or commensurate experience in: Meeting Planning, Non Profit Management, Ministry, Business Administration, or Accounting.
- Can be laity or clergy.

**Responsibilities:**

- Manages day to day business processes to prepare for GMC General Conference by working with TCCGC, Task Teams and hired contractors. Processes include:
  - Conference Logistics
  - Vendor Contracts
  - Delegate, staff, and volunteer travel, housing, and local transportation.
  - Registration Portal for delegates, volunteers, visitors, and other participants.
  - Credentials for delegates and attendees
  - Legislation receipt and tracking
  - Works with GMC Communications on press releases
  - Other duties as assigned by TCCGC
  - Recruitment and deployment of volunteers

**Work Hours & Location:**

- Primarily remote work, often by Zoom or Microsoft Teams.
- Attends all meetings of TCCGC as staff, voice no vote.
- Attends the Task Groups as requested as staff, voice no vote.
- Will need to be able to work long hours in person during General Conference.
- Expected to average 45-50 hours per week.
- If at any time all hours are not needed for General Conference work this person could work on other projects as identified by Transitional Connectional Officer.

**How to Apply:** Interested candidates should submit a resume with at least three professional references, and a cover letter outlining their relevant experience and qualifications and that answers this question: “What are your spiritual gifts, and how would you anticipate using them in the role of Business Manager?” to [kboyette@globalmethodist.org](mailto:kboyette@globalmethodist.org) by Friday, December 15, 2023, at 8 pm ET.

Applications without a cover letter will not be considered. Applications received by Friday, December 15, 2023, will be given priority but applications will be received until the position is filled. Compensation commensurate with experience. # # # #