

Job Description
Secretary General
of the
World Evangelical Alliance

The World Evangelical Alliance is a world-wide network serving some 600 million Christians through its 130 National and Regional Alliances, commissions, task forces, and partners. Its mission is: Fostering unity in Christ, strengthening identity, voice, and platform for Gospel witness and discipleship. This is to be accomplished by strengthening local churches through its network of national alliances.

As the WEA moves into the next decade it is seeking a godly, gifted, proven, and articulate transformational evangelical leader capable of casting vision for, aligning, mobilizing and empowering its membership (a global network of networks) to serve as its next Secretary General. This high-profile position requires a humble commitment to a wise and winsome stewardship of the WEA and its influence.

Working under the strategic direction of the International Council (IC) of the WEA, the next Secretary General must work through and with the staff of WEA, and a network of 130 independent National and Regional Alliances, Commissions, Task Forces and Ministry Partners to pursue its vision of seeing Evangelicals united globally for Gospel transformation and fulfill its mission of strengthening local churches for gospel witness and discipleship.

To this end the next Secretary General is expected to:

Set the Strategic Direction and Cast Vision for the WEA

- In conjunction with the IC, senior staff, and key leaders of the wider WEA family, set the strategic agenda for the work of the WEA. This will include long, medium and short-term strategies and specific objectives for fulfilling the WEA mission. (This will be an ongoing process of reporting, evaluation and adjustment.)
- Achieve alignment: The SG must ensure that all within the WEA network understand, see, and accept—to the limit of their resources—their role in fulfilling the WEA mission while also fulfilling their unique, localized mission.
- Communicate regularly through story and statistics progress toward achieving strategic objectives to the IC as well as the WEA family.
- Share the WEA vision, mission and story to prospective donors and partners.

Ensure that the WEA Communicates Appropriately to its Stakeholders and Publics. (Speaks Prophetically and Pastorally to its many audiences.) Though the Secretary General will be the lead spokesperson for the WEA, he/she will ensure that the general, specific and collective concerns of WEA members are most effectively communicated and heard:

- Before global political and civic leaders. (In specific regional or national situations this will be in concert with leaders of national and/or regional alliances.)
- As an Evangelical voice and thought leader to other world-wide Christian Communion
- Representing Evangelicals to global leaders of non-Christian Faiths
- Speaking jointly with leaders of other Christian Communion and non-Christian on matters of shared concerns
- Ensuring that the WEA visits and is represented at significant events staged by National and Regional Alliances and, as time and resources permit, with other WEA partners.
- Ensuring that successes, concerns, activities, and challenges facing members of the WEA family are shared through the WEA family via the WEA web site, the press and media.

Equip and Empower National Alliances: Though each national alliance is an independent entity and is responsible for procuring the necessary resources to equip, teach and motivate member churches, they are often ill-equipped to do so for a variety of reasons. The staff, led by the General Secretary, and working with and through Regional Alliances, will work to strengthen these alliances by:

- Providing training in the operational aspects of running a National Alliance, e.g., fund raising, network building, member development, advocacy.
- Equipping them for ministry through the activities of the Commissions and connecting them with Global Partners
- Providing “coaching” by more mature National Alliances
- Facilitating group learning and exchange programs between NEAs, and partners

Manage the Operation of the WEA Executive Office: He/she shall:

- Provide professional management and leadership to a multi-cultural and multi-national team.
- Hire, terminate, manage, and review the performance of senior WEA staff

- Ensure that the WEA is adequately funded. This includes independently raising, or “bringing with them” funding for their personal salary.
- Maintain administrative, financial, and reporting systems in line with generally accepted accounting practices and as required of US registered corporations.
- Provide the technological and media platforms for communication to WEA members and the global community
- Fulfill the SG’s responsibilities as defined in the WEA constitution (e.g. ensuring the GA is called, held and administered well etc.)

Work with and Support the International Council (IC) and Executive Committee of the IC by:

- Attending IC meetings Ex Officio
- Administering IC meetings
- Implementing IC resolutions
- Working with IC sub-committees

Values & Experience

The WEA Secretary General will lead out of a vital personal relationship with Jesus Christ and will be grounded in biblical wisdom and regular participation in an evangelical church. He or she will affirm the WEA Statement of Faith and maintain membership in the WEA. The Secretary General will reflect godly character and be above reproach in finances, moral behavior, truthfulness and Christian conduct.

The ideal candidate will have an extensive knowledge of evangelical beliefs, history, churches, denominations and organizations. He or she will understand the WEA and a National Alliance and their role in the global and national evangelical communities. The candidate will have existing contacts and networks within the evangelical community and will be familiar with the current challenges facing evangelicals worldwide.

Graduate degree(s) in theology, religion, ministry or another field related to the position are desired. The ideal candidate will have a minimum of 10 years of fruitful executive leadership experience, including experience with non-profit administration and leading a trans-national “virtual” organization of independent entities.

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