

**AMERICAN WALDENSIAN SOCIETY  
JOB DESCRIPTION  
EXECUTIVE DIRECTOR POSITION**

**GENERAL RESPONSIBILITY OF POSITION**

The Executive Director will exercise visionary leadership, working with the AWS Board and other members and partners, to achieve three overarching goals of the AWS<sup>1</sup>:

*(1) Facilitating “Crossings” (assisting individuals, congregations, middle governing bodies, seminaries and denominations to build relationships with equivalents across the waters);*

*(2) Continuing “Interpretation” (systematically facilitating the volunteer efforts of society members and others in building awareness of Waldensian witness in Italy and South America among congregations, seminaries and church structures in the United Methodist Church, the Presbyterian Church (USA), the Reformed Church in America and the United Church of Christ);*

*(3) Developing and maintaining “Financial Resources” (always in ways that complement rather than compete with denominational stewardship programs).*

The Executive Director will work by phone and email and is not expected to work out of a traditional office; AWS has an office and an office manager in Valdese, North Carolina.

The Executive Director will have short periods of time in which full-time work (and sometimes travel) will be required and other periods of time with part-time work but for significant hours per week. At other times the time commitment likely will be much shorter and flexible. The starting salary has typically been 1/3-1/2 of what might be typical for an ordained minister (under U.S tax law); will depend on qualifications; and will be reviewed, along with the actual time the position requires, after about a year of employment.

Prior involvement and familiarity with AWS is strongly recommended. Demonstrated experience in cross-cultural communication and work is important. Second language ability with a preference for facility with Italian or Spanish is helpful though not required.

**GENERAL QUALIFICATIONS FOR POSITION**

1. A strong commitment to and love for Jesus Christ and Christ’s Church.
2. Experience working cross-culturally.
3. At least a Bachelor’s level degree as well as demonstrated experience in collaboration and/or leadership with the Christian church and its ministries of service in the world.
4. Experience in and commitment to working in an ecumenical context.
5. A working knowledge of or willingness to learn about United Methodist, PC (USA), RCA and United Church of Christ denominational organizations and structures.
6. Skills in fundraising, writing and mission interpretation
7. A strong interest in linking USA and Waldensian forces in mutual dialogue, mission initiatives and exchange of personnel.

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<sup>1</sup> Referred to in its “Restructure Task Force” report of May 1, 1995.

8. Ability to work cooperatively with a volunteer board of directors and other appropriate or relevant constituencies.
9. A strong management and administration background.

### **RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR**

1. Maintain excellent communication with both Italian and South American Moderators as well as with La Tavola and La Mesa. This will generally involve once-a-year or once-every-other-year visits to the annual synods.
2. Assist North American congregations, middle governing bodies, seminaries and denominations to facilitate closer relationships with Italian and South American Waldensian equivalents.
3. Nurture relationships with PC USA, RCA, UMC and UCC denominational structures.
4. Work with the treasurer, office manager, and finance committee. Supervise all administrative and financial functions of the Society.
5. Supervise the office manager in Valdese, NC, and maintain regular dialogue with appropriate persons in Valdese by occasional visits. (Board meetings have often been in Valdese but are sometimes held elsewhere.)
6. Seek support for the Society and for the work of the Society in Italy and South America from individual donors and congregations. Find new sources of funds, encourage bequests and cultivate regular contributors.
7. Do all of the above by working in a collegial style with board members and others, inviting them to share responsibility and to take leading roles in implementing the above tasks, as appropriate.
8. Oversee receipt of and response to correspondence, working with the office manager and others.
9. Ensure that the AWS communications (now largely e-blasts), as well as other periodically appearing informative pieces are written, edited, published and distributed. There is currently an editor who manages e-blasts and reviews other public communications.
10. Maintain contact with friends of the AWS.
11. In consultation with board members, identify persons of commitment to Waldensian values who might contribute to the board or the Waldensian mission.
12. Coordinate and work with the Board President to plan the regularly scheduled meetings of the Board of Directors.
13. Work to implement strategic priorities and annual projects established by the Board of Directors.