

Executive Secretary (\$15K)

Requirements:

- Must have been a member of the Religious Education Association for at least five years
- A senior or executive-level position in their current work is preferred. Could include:
 - Has achieved tenure in academic position; OR
 - At minimum, holds junior executive-level (associate Dean/VP, or higher) in administrative work for university, theological school, denomination, nonprofit, or related organization.

Compensation:

- Compensation for the duration 2024 (August - December 2024) will remain at its budgeted rate of \$13,000, and will increase to \$15,000 in 2025.

Time and reporting:

- This position is expected to dedicate an average of 10 hours weekly (some weeks during September-February it may be 5-7 hours and other weeks from March- July it will be closer to 10-20 hours) to the work of Executive Secretary of the REA.
- Participates as an *ex officio* member of the REA board. Is accountable to the REA Board and Steering Committee, and functionally to the REA president.

Area 1: Administration, Communication and Finances

Manages all aspects of the association's daily operations, including:

1. Performs bookkeeping and provides monthly reports to Treasurer: pays bills, reconciles accounts, manages registration, membership dues and donations, oversees Taylor & Francis and Horizon receipts and payments, conducts all other financial transactions, manages financial database;
2. Drafts budget and monitors investment fund; prepares financial reports for Treasurer, Board, and membership;
3. Signs all contracts for vendors engaging with the REA;
4. Works with CPA to complete tax returns and periodic audits; files corporate paperwork;
5. Maintains formal connections with AAR and ALLLM;
6. Collaborates with Network Coordinator, JEDI Officer, Event Coordinator, and Tenseg
 - updating website
 - responding to inquiries and other communication
 - managing membership information

- providing subscription information to Taylor and Francis
 - managing staff evaluations
 - managing new hires and onboarding new staff members
 - creating and managing data collection surveys
 - producing data reports;
7. Stores REA records and supplies; periodically transfers records to Historian and archives.

Area 2: Events Oversight

1. Oversight of implementation of all REA meetings
 - a. Selection and supervision of contract positions for program implementation (e.g. Events Coordinator for Annual Meeting).
 - b. Coordination of logistics, programming, and delivery for any programmatic gatherings beyond Annual Meeting (e.g. Regional Gatherings).
2. Advance planning for annual meeting
 - a. In person: Accomplishes advance work to select a conference site (hotel, university, etc.). Arranges master bill items and works with site conference personnel to make room and food arrangements (room block, menus, meeting room assignments, special diets, etc.);
 - b. Hybrid and digital: Coordinates with our Tech Team to organize and deliver digital programmatic elements. Along with our Tech Team, makes recommendations to the Program Committee for the scheduling and delivery of digital content.
 - a. Hybrid: Coordinates with our Tech Team and site for digital program delivery elements.

Area 3: Board Participation and Support

Participates as *ex officio* member of Board and committees and supports their activities.

1. Arranges for annual Board meetings and other meetings, as determined by the Steering Committee (retreats, conference calls, etc.); provides meeting materials and hospitality;
2. Supplies and updates information for the Board regarding organization history, budget, membership, Board terms and responsibilities, etc.;
3. Orient new Board members; update position descriptions and areas of responsibility;
4. Sees that Board decisions are implemented;
5. Corresponds with awardees and grantees; issues paperwork, orders awards;

6. Participates in long-term envisioning and planning with the Board to determine how best to accomplish the Association's mission.

Area 4: Committee Support

Manages the governance structure. Works with the nominations committee to produce a slate of nominees every year. Communicates and works with all committees and their members leaving and coming.

1. Quarterly communication with committees;
2. Initiates communication between new committee members and committee;
3. Offers exit gratitude to outgoing committee members and provides onboarding to all incoming committee members;
4. Implements the work of committees, in the event that committees are unable.
Communicates with the Steering Committee and the Board when committees are not functioning or are unable to do the work of the committee.