



**California Nevada Annual Conference
Of the United Methodist Church**

POSITION DESCRIPTION

Position Title:	Director of Leadership Development
Classification:	Exempt
Immediate Supervisor:	Executive Director of Congregational Development
Strategic Guidance:	Executive Director of Connectional Ministries
Supervisory Responsibility:	N/A

POSITION OVERVIEW

The Director of Leadership Development will advance the leadership capacities and competencies of clergy and lay persons consistent with the mission, vision, and direction of the California-Nevada Annual Conference, under the direct supervision of the Executive Director of Congregational Transformation and the strategic guidance of the Executive Director of Connectional Ministries for coordination, implementation, and administration of conference wide programs.

ESSENTIAL FUNCTIONS

1. Provide a comprehensive strategy that engages clergy and lay persons in fostering the effectiveness and multiplication of leaders in local churches, circuits, and districts, in a very diverse, multi-cultural context;
2. Develop excellent curricular processes and materials consistent with the missional direction and vision of the entire Annual Conference;
3. Maintain up-to-date and proven resources, both digital and physical, for cultivation of effective leadership in local, regional, and global contexts;
4. Engage with Annual Conference agencies, committees, boards, and task forces as assigned to help foster creativity and innovation;
5. Support the work of the program offices of the Annual Conference in the development of leadership development and capacity building programs in their respective missional areas;
6. Give clear oversight to budgets, staffing, and other resources within all assigned areas of engagement;

7. Serve as the conference liaison with and establish effective partnerships with institutions of higher education in good standing with the General Board of Higher Education and Ministry for the purpose of expanding leadership training opportunities for clergy and lay persons;
8. Serve as the conference liaison with general agencies of The United Methodist Church who provide programs and resources in the area of leadership development and capacity building;
9. Work collaboratively with conference staff persons responsible for leadership development in the Annual Conferences of the Western Jurisdiction to develop shared leadership development opportunities in the Western Jurisdiction.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

- Deep Christian faith and an active spiritual discipline;
- Well-grounded in the history and tradition of The United Methodist Church and committed to its doctrine and polity;
- Thorough understanding of The United Methodist Church's understanding of clergy and lay leadership development;
- Demonstrated ability to develop and multiply leaders in a church setting;
- Proven competency in adaptive change management, transformational learning, and strategic ministry planning;
- Demonstrated effectiveness in leading leaders or networks of leaders to collaboration, innovation, and implementation;
- Ability to effectively facilitate and/or coach clergy-lay leadership teams in establishing and implementing ministry goals;
- Proven effectiveness in working with people of diverse cultural, theological, generational, and ethnic backgrounds;
- Proven commitment to growing in his/her own cultural competency as well as ability to lead others to growing their own cultural competency;
- Organized and analytical with a clear ability to monitor and measure ministry progress and outcomes;
- Proven effectiveness in working consultatively with bishops, district superintendents, conference staff, and conference leaders.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. While performing the duties of this job the employee is regularly required to use hands to finger, handle or feel.
- B. The employee frequently is required to walk, sit stand and talk or hear.
- C. The employee is occasionally required to climb or balance; stoop, kneel, or crouch.
- D. The employee must occasionally lift and/or move up to 25 pounds.
- E. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- A. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.
- B. The noise level in the work environment is usually moderate.

EDUCATION AND EXPERIENCE

- Master's degree in related field of study (or equivalent);
- Knowledge of the doctrine, history and polity of The United Methodist Church;
- Experience in the areas of education, leadership development and capacity building;

This position description has been designed to indicate the general nature and level of work performed by the employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job, and may be subject to changes in the future.