



Friends World Committee for Consultation- <http://fwccamericas.org/>

Created out of vision and hope almost a century ago, Friends World Committee for Consultation (FWCC) today is a broad association of Quaker Yearly Meetings stretching across all branches of Friends— an interweaving of relationships, histories, and concerns. In the Section of the Americas, Yearly Meetings in North, Central, South America and the Caribbean name their own Representatives who constitute the Friends World Committee, in turn serving on the administrative and program committees that do the work of the Section. For many people, this is their initial involvement with FWCC. Representatives are the active communicative strands of this work, carrying information and service from the Section to the Yearly Meetings and from the Yearly Meetings to the Section. They meet every other year to conduct the business of the Section.

In 2014, the Section of the Americas approved a new strategic plan for the next five years: “Weaving the Tapestry 2015-2020.” This living fabric is sustained and strengthened by caring Friends in the larger community who serve the FWCC in many other ways. The Visitation program area will be the central focus of work of the Section of the Americas. It will primarily serve to organize a corps of Friends to send as traveling ministers throughout the Section, crossing Yearly Meeting lines and other divisions among Friends. The Connections program area will serve Friends and Seekers who inquire about the Religious Society of Friends locally or internationally, communicating in all relevant media, and providing information about local Friends meetings and churches in the Americas. The Funding Innovation program area will explore new ideas for alternative funding possibilities using models from other faith-based non-profit organizations.

QVS Alumni Fellow Position Description

The QVS Alumni Fellow is a full time position with the Friends World Committee for Consultation Section of the Americas, in conjunction with the Quaker Voluntary Service Alumni Fellowship program. This position works as part of the small staff team in Philadelphia and is directly responsible to the Executive Secretary. The duties of the QVSAF may vary, but include:

Event Coordination

- Lead planning and carrying out of the biannual Section Meeting, working together with the Executive Secretary, the Convocations Program Group, and local arrangements committees.
- Develop event budget and schedule, negotiate and contract with host facilities and other service providers, track expenses and budget.

- Coordinate event logistics, including registration and housing, presentation and materials support and pre- and post-event evaluations.
- Coordinate travel arrangements, including visa applications when necessary, for Latin American attenders, organizational staff and volunteers.
- Coordinate translation of advance documents and interpretation during the meeting, with the Bilingual Communications Resource Group.

Education and Engagement

- Work with volunteers on Nominating Committee and Representative Engagement Program Groups
- Compose written communication in both English and Spanish languages, for Section E-newsletters, Facebook, annual report, website, advertising
- Monitor and contribute to Section social media accounts
- Maintain database of volunteer Representatives and committee assignments
- Prepare and send mailings of organizational materials to inquirers and constituents.

Fund Development

- Work with Executive Secretary to plan and execute a comprehensive fundraising program
- Writing and editing for web and print
- Manage complex data entry and analysis using Donor Perfect Online database
- Prepare and mail thank you letters and other organizational materials to donors and prospects

General Office Management

- Receive, route and respond to mail, email and telephone communications.
- Manage office filing system and maintain adequate inventory of office supplies.
- Operate and troubleshoot office equipment as required.
- Provide administrative support to Executive Secretary.
- Additional duties as assigned.

Training and Leadership Development

With the Friends World Committee, the QVS Alumni Fellow will work very closely with the Executive Secretary and with volunteer leaders in multiple regions of the Section of the Américas. Some reading of fundraising classic texts, writing and practical exercises will be assigned.

Any special requirements needed for this position?

Experience organizing events, or fundraising experience at any level will be especially useful. Familiarity with and sensitivity to the different branches of the Religious Society of Friends (Quakers), discretion, integrity and respect for confidentiality are required. There is a strong preference for Fellows who can read, write and speak Spanish in addition to English. And because international travel may be required, although it is not guaranteed, the ability to obtain a passport and necessary travel documents for legal travel within the Americas is also required. Proficiency in MS Office programs, especially Word, Excel, and Outlook, are required; experience with html, WordPress, DonorPerfectOnline and Constant Contact software are preferred.