



Position Announcement

GENERAL SECRETARY

The Colleges and Universities of the Anglican Communion (CUAC), a worldwide association of over 160 institutions of higher education located on five continents, is seeking a General Secretary and chief executive officer.

CUAC was founded for the exchange of ideas and the development of programs among member institutions that will allow them better to serve their students, their societies, and the world. Its website can be found at www.CUAC.org.

CUAC seeks a person who has an understanding of the Anglican Communion, significant international experience to provide strategic direction, guidance and leadership and has demonstrated success in fundraising and development. Reporting to the Board of Trustees, the General Secretary is the executive officer responsible for the management of financial affairs, plan the Triennial conference in consultation with the Board, handle communications (including an internet presence) and secure gifts and grants for the organization. The General Secretary is the executive for the United States chapter of CUAC (the Association of Episcopal Colleges-AEC) to strengthen ties among Episcopal colleges and universities in the U.S. and with CUAC colleges and universities worldwide.

Successful candidates will have significant experience in higher education, an advanced degree, practicing membership in a church in a province or diocese of the Anglican communion, and a commitment to working across national and international borders. Other key qualities include: strong communication and interpersonal skills, self-motivation, financial acumen and experience in securing gifts and grants. The ability to work effectively with a variety of constituents and embrace their cultures is expected as well as willingness to travel internationally. The position is part time.

To be considered for this post, please submit a letter of interest and a resume before January 4, 2023 as the committee will begin its deliberations shortly thereafter. Nominations, inquiries and expressions of interest should be forwarded in confidence to the Board of Trustee's consultant:

Christine Porter
244 East 75th Street, Unit 4D
New York, New York 10021

Ms. Porter can also be contacted by email at clporter108@gmail.com or by phone 917.514.0621