



Friends Committee  
on National Legislation  
Lobbying with Quakers

# General Secretary

## POSITION PROFILE





## The Friends Committee on National Legislation

seeks a Spirit-led, seasoned, and strategic leader who brings vision, inspiration, and executive experience to the role of General Secretary.

The new **General Secretary** will be a courageous Quaker leader with a commitment to justice, peace, and environmental stewardship; to expanding diversity, equity, and inclusion within the FCNL community and beyond; and to building and nurturing relationships across political and organizational divides that promote healing of divisions in the Congress and the country.

FCNL carries a persistent, prophetic, and powerful commitment toward our vision of the world we seek:

**WE SEEK** a world  
free of war and the threat of war.

**WE SEEK** a society  
with equity and justice for all.

**WE SEEK** a community where every  
person's potential may be fulfilled.

**WE SEEK** an earth restored.



*FCNL advocates lobby Sen. Ted Cruz (TX) for immigration reform during the 2019 Spring Lobby Weekend.  
FCNL photo by Matthew Martyr. Cover photo by FCNL.*

## Organizational Overview

Founded in 1943, the Friends Committee on National Legislation (FCNL) is the largest faith-based lobby in Washington, D.C. We lobby the U.S. Congress and administration to advance peace, justice, and environmental stewardship in a way consistent with Friends' testimonies.

For Quakers this means approaching legislators with deep listening, and respect, acknowledging that of the Divine in each person and maintaining faithful attention to the integrity and steadfastness of the message. This approach directly challenges the polarized political environment by affirming the possibilities of shared values and by seeking areas of agreement for legislative work.

We advocate for racial justice, federal budget priorities, peacebuilding, nuclear disarmament, criminal justice reform, climate action, election integrity, non-militarized foreign policy, ending wars, rights of Native Americans, reform of immigration and refugee policies, gun violence prevention, economic justice, strengthening democracy, and related emergent issues.



Outgoing FCNL General Secretary Diane Randall (center), speaks at a press conference in front of the U.S. Capitol. She is next to Rep. Barbara Lee (CA-13, right).

## Governance

FCNL is comprised of three interlocking non-partisan Quaker organizations led by the General Secretary, working collectively to advance our vision of a peaceful, just, and sustainable world.

Friends Committee on National Legislation (FCNL) is a 501(c)(4) advocacy organization with a national network that lobbies the Congress and the administration. FCNL Education Fund, a 501(c)(3) nonprofit, provides education and promotes civic engagement. Friends Place on Capitol Hill, a 501(c)(3) nonprofit, advances civic engagement of young people.

With three buildings on Capitol Hill, 63 employees, and a combined annual budget of \$10.4 million, FCNL has a highly visible presence.

The staff includes professionals in lobbying, grassroots organizing and advocacy, communications, fund development, administration, finance, facilities, information technology, human resources, Quaker outreach, and governance support.

We follow a traditional nonprofit organizational structure in which the General Secretary serves as the chief executive officer, reporting to the board (executive committee) and as a liaison with governing committees..

The organization is governed by a 180-member General Committee comprised of representatives from 26 Yearly Meetings and Quaker organizations across the United States plus members at large.

The General Committee at its annual meeting names the General Secretary, approves the budget of FCNL, adopts legislative policy and priorities, and approves nominations to the General, Executive and Standing Committees.

(The FCNL Education Fund and Friends Place have separate boards that overlap with the Executive Committee.)

## Successes and Opportunities

Our current General Secretary, Diane Randall, is the fourth in our 78-year history. She is the first woman in this position, serving for ten years. Over the past decade, the FCNL staff and budget have grown dramatically. Her leadership demonstrated through the FCNL community, a strategic plan, and a capital campaign have greatly expanded our reach, capacity, visibility, and effectiveness.

The health of the organization and the strength of the staff position us to continue our progress and respond to the next opportunities and challenges of U.S. policy and advocacy under the leadership of the next General Secretary. In the past ten years FCNL has

- » Strengthened the effectiveness of our lobbying by [adding more staff lobbyists and growing](#) robust outreach to [young adults](#) including the hiring of paid program assistants who work with our professional staff for a year, a Spring lobby weekend bringing over 500 college-age youth to learn and lobby, paid summer internships, and young adults who are trained as an Advocacy Corps to organize outside Washington, D.C. on one issue for a year.
- » Strategically recruited and trained grassroots and grasstop advocates across the country, hosting an annual Quaker Public Policy Institute attracting nearly 400 people from around the United States for in-depth learning and lobbying on our legislative priorities, and [forming 122 Advocacy Teams in 42 states and the District of Columbia](#) who are organized and trained to build constructive relationships with their Congressional and Senate offices.
- » Developed our media reach and communications capacity for a digital age, including expansion of FCNL's social media platforms, overhauling [fcnl.org](#), marketing to attract digital donors and advocates, advertising using public service announcements, growing

FCNL's mass media exposure to nearly a billion media impressions, and increasing its capacity to host and broadcast events.

- » Expanded our capacity for [financial sustainability](#) with healthy reserves and investments and sophisticated development of annual giving, major donors, and planned giving.
- » Opened a green [Quaker Welcome Center on Capitol Hill](#), hosting weekly worship, trainings, discussions, and opportunities for quiet private conversations among policy makers.
- » Acquired [Friends Place on Capitol Hill](#), formerly William Penn House, now under repair and planning to open in 2022, to advance civic engagement for young people.
- » Increased our [outreach](#) to the variety of Quaker meetings, churches, and organizations and to others who share our vision and participate in the work of the FCNL community.

One outcome of this expansion is the addition of many diverse voices within the FCNL community. We are experiencing a broad spectrum of participation from formerly underrepresented groups and have created diversity, equity, and inclusion (DEI) working groups in both staff and governance where listening is deep, mistakes lead to learning, and structures that suggest barriers are evaluated.

FCNL is looking to better integrate DEI capacity in our outward-facing mission as well as inward-facing organizational culture. Our community is committed to sustaining our evolution towards becoming an anti-racist community.







Young advocates from FCNL gather with Rep. Keith Ellison (MN-5) at the Capitol. Photo: Jennifer Domenick/FCNL

## Role of General Secretary

While acting primarily as an outward-facing ambassador for FCNL and its vision, the General Secretary ensures that all aspects of the organization are sustained and nourished.

### Sustains a Healthy Organizational Culture

The General Secretary is a Spirit-led Public Friend, modeling Quaker practice and bringing intentional focus to staff and FCNL governance for FCNL's inclusive, Quaker-inspired culture. Brings intention and leadership to diversity, equity, and inclusion as central to the fabric of the organization and its ongoing work to become an anti-racist community.

### Represents FCNL to External Audiences

As a Quaker leader, the General Secretary is a visible and vocal voice on Capitol Hill, articulating principled, inspirational, and prophetic values and policy to public officials and others outside the FCNL community. Interprets FCNL and its work to, and builds relationships with, Quakers and allies, media, and coalition partners. Participates in policy dialogue and national and international conversations on topics of importance to FCNL.

### Builds Relationships with Donors

The General Secretary encourages a culture of philanthropy, carries the vision and interprets FCNL's work to donors. Provides leadership and confidence for the institutional advancement of the organization with funders and donors.

### Leads Strategically

The General Secretary promotes strategic thinking and decision-making throughout the organization. Initiates and engages in strategic planning for FCNL, FCNL Education Fund, and Friends Place.

### Assures Effective Management, Administration, & Finance

The General Secretary inspires and guides the staff in successful, sustainable, and accountable management, implementation, and evaluation of programs, policies, and activities.

As the new General Secretary will primarily have an outward focus, it will be necessary to examine whether the current staffing structure still serves the needs of FCNL.

## Qualifications and Qualities

- Seasoned Quaker having deep familiarity with Quaker testimonies, faith, and practice
- Significant experience with DEI and anti-racism work, and responsible role in multi-cultural organizations
- At least 10 years of increasingly responsible leadership in complex nonprofit organizations
- Demonstrated fundraising success. Effective communicator with eagerness and enthusiasm to participate in major gift, planned giving, and foundation relationship-building and solicitation
- Commitment to the guiding vision of seeking peace, justice, and environmental stewardship through legislative advocacy
- Understanding of and commitment to public policy and the legislative process, with lobbying experience highly desired
- Strategic communicator with the ability to synthesize and interpret to a range of audiences, inspiring, educating, and motivating them
- Experience with budgeting and financial management
- Record of hiring, retaining, and advancing exceptional staff
- Ability to engage in constructive dialogue with those who disagree
- Ability to be located in Washington, D.C. and travel on behalf of the organization

## How to Apply

All interested candidates, including those with equivalent credentials and non-traditional career paths, are encouraged to apply.

To apply, please send a resume, cover letter describing what you bring to the leadership of FCNL, and a statement of how your life experience and spiritual journey have led you to apply.

Find additional information on our website [www.fcnl.org/GSsearch](http://www.fcnl.org/GSsearch). Send applications, nominations, or inquiries to [GSsearch@fcnl.org](mailto:GSsearch@fcnl.org).

Review of applications will begin August 4, 2021. We anticipate a starting date of January 1, 2022 following approval by the FCNL General Committee on November 13, 2021.

Based on a recent survey of comparable organizations in the Washington, DC area resulting in adjustments to the overall FCNL salary schedule, the range for the new General Secretary begins at \$215,000. Benefits include health insurance; disability and life insurance; paid holidays, vacation and sick leave; parental leave; and a generous retirement plan.

As a Quaker organization, the FCNL's General Secretary must be a member of the Religious Society of Friends.

FCNL is an equal opportunity employer and does not discriminate on the basis of race, color, sex, national origin, age, disability status, genetic information, military service, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

