



Providing Hope, Building Faith, Celebrating Miracles

VISION

We are a spiritual community of thriving individuals committed to making the world a better place.

MISSION

We teach people spiritual practices to live by.

EXECUTIVE DIRECTOR – JOB DESCRIPTION

Overview: The Executive Director of the Center for Spiritual Living is responsible for the oversight and management of all the administrative, financial, operations, marketing, membership development and support functions related to the daily operations of the 3 million dollar organization. The Executive Director (ED) will develop harmonious working relationships within the organization (staff, ministers and members) and, with the Senior Minister, will represent the organization to the wider community. The ED will work closely with the Senior Minister, who is responsible for all spiritual, programming and educational content, and development of all ministerial staff.

Full-time professional staff at CSL presently includes the education director, operations director, membership development director, music director, graphics and video coordinator, youth and family ministries manager, information and media manager, rental coordinator, administrative assistants, registrar, facilities manager, custodian, finance manager, accountant, and donations administrator. The organization also has several staff ministers including Senior Minister Kathianne Lewis, who has served as senior minister since 1988.

The Center for Spiritual Living is a preeminent New Thought church in the Seattle area. Founded in 1921, we provide spiritual tools that support people in enhancing their relationship with Spirit and creating thriving lives that contribute to a world that works for everyone. We embrace people of all religious faiths and cultural backgrounds, a wide range of ages, professions, and diverse lifestyles. The Center has 500 members and serves a congregation of 600 - 700 weekly.

Reporting Relationships: The Executive Director reports to the Board of Trustees and, along with the duties outlined above, is responsible for carrying out the policies of the Board and keeping the Board informed of organizational activities. The ED is a non-voting (ex officio) member of the Board of Trustees.

The ED directly supervises four key directors/managers: operations director, education director, membership development director, and finance manager. While the Senior Minister is a contractor who reports directly to the Board of Trustees, the ED must work closely with the Senior Minister to ensure operational planning, budgeting and support of programming and education, and to coordinate public relations, marketing and stewardship events.

Qualifications: A Master's degree in Business Administration or Non-Profit Management is required. Note: A combination of education and/or comparable non-profit work experience will be considered in lieu of educational requirements.

The ideal candidate will have demonstrated work experience in the following areas:

- Strategic planning in non-profit organizations
- Operational planning, scheduling and oversight

- Financial Oversight/Budget preparation and monitoring
- Staff management
- Fundraising/Stewardship
- Major Donor Relations
- Contract negotiation and administration
- Working with a volunteer Board of Trustees
- Managing and developing paid and volunteer staff
- Member relations
- Administration, marketing, and event planning sales and/or oversight

A general knowledge of and sensitivity toward the following is desirable:

- Spiritual communities and their patrons
- Strong, collaborative style and negotiating skills
 - Ability to listen to others' points of view
 - Ability to develop consensus from divergent points of view
 - Excellent verbal skills and written skills
 - Teamwork approach to managing staff and volunteers
- Ability to lead by established goals and objectives
- Exemplary ethical and business standards

Duties and Responsibilities:

Administration

- Works with the Board and Senior Minister to determine strategic plans for the organization
- With staff and Senior Minister, develops an annual operations plan
- Supervises management staff; provides guidance and development; conducts regular performance reviews; administers salary levels for all staff following policies approved by the Board
- Negotiates all contracts on behalf of the Board or delegates minor contracts to other managers after giving prior approval.

Budget

- With the Finance Manager, the Senior Minister, other staff members, and the Finance Committee, develops the organization's budget on a timely basis for Board approval
- Provides strict financial oversight for the budget and suggests/reviews changes with responsible managers
- Ensures that accurate financial records and reports are provided to the Finance Committee and the Board, on a timely basis
- Is a member ex officio of the Finance Committee.

Stewardship

- Oversees the annual stewardship plan with the Stewardship Committee and presents the plan to the Board for approval
- With the Senior Minister, actively participates in development activities/events geared toward general donors
- With the Senior Minister, directly interacts with Major Donors and is responsible for strengthening the Tip Top givers, the endowment, and planned giving strategies.

Board of Trustees

- Serves as liaison to the Board of Trustees (BOT)
- Presents written organizational updates to the BOT
- In coordination with the Senior Minister, facilitates BOT retreats and planning sessions
- Researches and prepares Board Development opportunities
- Organizes Board task forces as needed

Management

- General oversight and management of staff related to the following functions of the organization:
 - Financial Management
 - Marketing and Public Relations
 - Facility Management
 - Facility Rental
 - Technology and Website
 - Volunteer Coordination

The Executive Director also performs other tasks as assigned by the Board of Trustees.

Compensation is commensurate with experience and includes benefits package of vacation, holidays, wellness leave, health insurance and 403(b) retirement fund matching.

Email resume and cover letter to jobs@spiritualliving.org. Closing date: January 15, 2014.