



Executive Director

Salary Range

\$125,000 - \$150,000 Annually

Location

Preference is to be at CSL Home Office Location
Remote Employment is possible: Flexible/Hybrid

Job Type

Full Time - Permanent

Description

Organization Overview

Centers for Spiritual Living™ is a global community comprised of more than 400 spiritual communities, teaching chapters, study groups and other ministries in 30 countries. These communities teach a New Thought philosophy that brings religion and science together and offers spiritual tools to transform personal lives and help make the world a better place.

This is done through the study and practice of Science of Mind® and Spirit, also known as Religious Science®, which holds that all life is sacred—that each human being is an expression of God. We believe in Cause and Effect and teach that “it is done unto you as you believe.” In essence, our thinking and expectations create our reality.

Our teachings incorporate the ancient wisdom of spiritual traditions through the ages. People of all spiritual paths — Christian, Jewish, Buddhist, Hindu, Muslim, and others — are welcome in our communities. We help people experience a personal relationship with the creator; promote a community of tolerance, understanding and respect; provide classes, programs, prayer and meditation; and advocate a safe spiritual community of like-minded people interested in living a spiritual life.

Our Global Vision: “A World That Works for Everyone”

Executive Director Responsibilities

The Executive Director shall function as the chief executive officer at the highest level of organizational affairs, and shall be directly accountable to the Organization, Leadership Council, and Member Communities. The Executive Director serves as a non-voting member of the Leadership Council, but may participate in consensus decision-making.

The Executive Director is responsible for consistent, pro-active communication of the Organization's Vision and Intentions with its Member Communities. Other responsibilities include oversight of organizational operations, proactive conflict resolution, and chairing or acting as liaison for councils and committees, as appropriate. The Executive Director may have additional duties assigned by the Leadership Council.

The Executive Director, as an Officer of the Organization, shall preside at the Annual Meeting, and at any other special meetings of the Members of the Organization. The Executive Director shall perform all other duties attendant to that office, subject, however, to the ultimate authority of the Leadership Council, and shall perform such other duties as on occasion shall be assigned by the Leadership Council.

In a shared leadership format and in consultation with the Leadership Council, and Spiritual Leader, the Executive Director has hiring, dismissal, and supervisory responsibilities regarding CSL Home Office staff positions. The Executive is a full-time, in-house salaried position. The Executive Director is a non-ecclesiastical position.

The Executive Director serves on the Science of Mind Foundation, Section 12.1, SOMARK Board, Section 12.2, and as liaison to the Spiritual Living Archives & Library Foundation, Section 12.3

Because we are a global and diverse organization, we strongly encourage diversity to be expressed in our leadership, and welcome candidates from all backgrounds to apply for the position.

Duties

In exercising leadership, we think and act as members of a community.

Communications and Partnerships:

- Develop and maintain strong working relationships and strategic partnerships with member communities and stakeholders.
- Communicate regularly, truthfully and in a timely manner.
- Work effectively within the environment of shared leadership.
- Ensure everyone knows the organization's mission, vision, and goals.
- Share purpose so employees are empowered to be inventive in their jobs and "own" the results.
- Makes communication a priority and assumes positive intent.
- Interact effectively with external environment: Understands our global environment.
- Display sensitivity to public attitudes and concerns.
- Understand and cultivate member community and stakeholder relationships.

Budget and Financial Management:

- Maximize CSL resources available for projects related to CSL organizational functions.
- Develop and manage budget, including oversight of commitments and expenditures for service delivery.
- Include member communities and stakeholders whenever possible; is very aware of our external pressures.
- Develop sound preventive maintenance plans and replacement plans.
- Ensure funding is available to meet the business needs, i.e., making sure budget planning encompasses short- and long-term goals.

Program Development/Implementation:

- Implement new programs created by the Leadership Council, and develop related rules, policies, procedures, and business practices on behalf of and under the direction of the Leadership Council.
- Develop financial plans and project timelines and communications.
- Provide recommendations to the Leadership Council on bylaws.
- Develop and monitor performance-based outcomes for the programs.
- Collaborate on the overall development and implementation of the strategic plans.
- Develop tactical plans to accomplish specific actions.

Staff Management:

- Embrace diversity, equity, inclusion, and social justice.
- Overall management of programs includes knowing the diverse work they carry out, setting appropriate expectations to ensure the diverse work of the group is carried out in a way consistent with the service-oriented approach of CSL and the Leadership Council.

- Holding inclusive staff meetings, managing performance through one-on-one meetings, conducting performance evaluations, providing leadership, overseeing the work of program directors.
- Hiring, performance management, assessing workload issues, assignments, staff development, and training.
- Promote a cooperative work environment.
- Demonstrate trust, sensitivity, consistency, and mutual respect.
- Provide timely and honest feedback in a constructive and non-threatening way.

Risk Management

- Identify, specify and categorize risks in the programs.
- Monitor risk measures and take action to reduce risk in areas identified.
- Contribute to organization loss prevention measures.

Qualifications

The Executive Director’s qualifications include:

- Demonstrated proficiency in financial planning and budget management.
- Demonstrated skills in staff leadership and development, in leading/facilitating board and/or councils, and in consensus building.
- Able to provide vision and leadership, and efficiently delegate.
- Able to collaborate and create alliances within and outside the Organization.
- Be an excellent representative of the Organization and the Science of Mind in the world.
- Be available for limited travel relating to the duties of the position.

Required Education

- Bachelor’s degree in Business, Finance or Public Administration.
- Master’s degree in Business, Finance or Public Administration, and previous experience working with infrastructure financing strongly preferred.

Required Experience

- Five years previous leadership experience in Executive role of non-profit, religious or secular organization.
- Four or more years of experience in one or more of the following:
 - Working with boards, and/or commissions
 - Working as leadership in a non-profit organization
- Two or more years of experience in the following:
 - Developing, drafting, and implementing executive and administrative policies
 - Supervisory experience in a professional setting

Core Competencies

Leadership

- **Builds and Manages Successful Teams:** Demonstrates interest, skill, and success in getting groups to learn to work together to achieve a common goal.
- **Leading and Managing Change:** Initiates and implements support for innovation and for changes needed to improve efficiency/effectiveness; helps others move from a current to desired state.
- **Collaborating:** Works cooperatively with stakeholders, inside and outside the organization, to accomplish objectives.
- **Strategic Thinking:** Identifies long-term or overall aims and interests and the means to achieve them.
- **Managing Complexity:** Integrates complex information to identify strategies and solutions, learning new concepts quickly, demonstrating keen insights into situations, assimilating large amounts of information, and narrowing it down to and articulating the core idea or issue.

Personal

- **Creativity/Innovation:** Transcends traditional ideas, rules, patterns, relationships, or the like, and to develop meaningful new ideas, forms, methods, interpretations, etc.
- **Integrity:** Being honest and having strong moral compass.

CSL ORGANIZATIONAL CULTURE

- We are a healthy, effective organization honoring and respecting each other and all of creation.
- We are known for the love that we share throughout our community and the world.
- We stand together in a shared commitment and devotion to our spiritual principles, practices, and values.
- We are all in this Life together and we include everyone in our vision of a peaceful, loving world.
- We embrace the evolution and revelation of higher consciousness.
- We are prayerful and principled in our decision-making and actions.
- We practice the spiritual tools put forward by our founder, Dr. Ernest Holmes, in *The Science of Mind*, and by other spiritual leaders and mystics who teach and apply truth principles for our individual lives

CSL ORGANIZATIONAL STRUCTURE

The CSL organization has recently been realigned and has an Executive Team of Three:

1. **Governance** (Chair of the Leadership Council) - supported by the Leadership Council
2. **Administration** (Executive Director) - supported by CSL Home Office Directors
3. **Ecclesiastical** (Spiritual Leader) - supported by Regional Support Coordinators, PR/Social Media Staff/Committees, LC Council, Ethics Leadership Team and Home Office Staff

The Corporate Officers of the Organization are the Executive Director, Secretary and Treasurer. The Leadership Council elects a Chair, Vice-Chair, Secretary and Treasurer each year, at its first meeting following the Annual Convention. The Executive Director is ineligible to serve as Chair, Secretary or Treasurer of the Organization, but may be elected to serve as Vice-Chair.

Additional Information:

Centers for Spiritual Living is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

Final candidates will be required to provide at least five (5) professional references who can speak to the candidate's executive level leadership skills. At least three of these references will be from a previous employer in a supervisory capacity.

Website

<http://www.csl.org>

Application Process

To be considered for this position the following are needed:

- A complete and detailed resume
- A letter of interest
- At least five professional references

Application Response

Please submit your application materials to CSL Search Team at: EDsearch@csl.org. The application process will be closed by October 17th, 2022.