



Executive Director

Position Description

ORGANIZATION PROFILE

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.”

PURPOSE

The Executive Director ensures that all business activities align with the internal mission to promote, protect, and preserve the philosophy of Science of Mind throughout the world.

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

Under policy direction from the Leadership Council, The Executive Director plans, organizes, coordinates and administers all Centers for Spiritual Living (CSL) functions, activities, services and programs; provides policy guidance to the Executive Team and Leadership Council; through management staff coordinates the activities of all departments; fosters cooperative working relationships internally with managers, staff, and consultants and, externally, with member centers and their respective leadership; and performs related work assigned by the Leadership Council.

The Executive Director shall preside at the Annual Meeting and any Special Meeting(s).

DISTINGUISHING CHARACTERISTICS

The Executive Director is the primary leader responsible for the administrative, managerial, and operational execution of the organization and serves on the Executive Team.

The Executive Director is responsible for carrying out the policies and directives of the Leadership Council, and assuring that CSL and its affiliates are provided the necessary services and support in an effective, cost-efficient manner.

This position has overall responsibility for program planning, policy development, fiscal management, administration, and operation of all CSL functions, activities, and programs.

The Executive Director directly supervises a team of key managers and is responsible for the management and development of all staff.

The Executive Director reports to the Leadership Council and is supervised by the Chair of the Leadership Council.

SCOPE AND RESPONSIBILITIES

The Executive Director is primarily focused inwardly on the Organization, its business and its activities, sustaining a strategic view and promoting long-term planning. The Executive Director oversees the activities of the Home Office and works in shared leadership with the Leadership Council, the Spiritual Leader, and Home Office staff to guide and evolve the activities of the Organization and its Member Communities. 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 serves as a non-voting member of the Leadership Council but may participate in consensus decision making. In a shared leadership format and in consultation with the Leadership Council, and Spiritual Leader, the Executive Director has hiring, dismissal, and supervisory responsibilities with regard to Home Office staff positions. The Executive Director is a full-time, in-house salaried position. The Executive Director is a non-ecclesiastical position, and is responsible for leadership and oversight of such Standing Committees as are assigned to the Executive Director by the Leadership Council.

Specific responsibilities include:

1. Organizes, coordinates, and directs, through subordinate directors, the work of CSL to ensure effective delivery of services in a timely, responsive, and cost-effective manner.
2. As a member of the Leadership Council, participates in establishing and prioritizing goals, strategies, and timelines.
3. Provides tangible strategies and approaches to execute the organization's Strategic Plan, and works closely with the Leadership Council to ensure that the policy decisions of the Leadership Council and the Executive Team are implemented efficiently.
4. Promotes inclusion and synergy within departments, programs, committees, and other organizational bodies to increase communication and effectiveness in the execution of goals in each area.
5. Continuously advises the Leadership Council regarding the financial condition and needs of the organization. Works with the Leadership Council and its assigned financial authorities to direct an ongoing analysis of Center for Spiritual Living's financial affairs and recommend appropriate action to ensure financial stability; helps identify new revenue sources to fund new and existing programs; ensures that financial systems are adequate to protect assets; allows for timely reporting of financial data, and meets all local, state and federal legal and regulatory requirements.
6. Directs the preparation, administration, and evaluation of all department budgets to ensure cost-effective operation and sound resource management; works with the Treasurer and Finance Committee to develop and prepare an annual budget for approval by the Leadership Council.
7. Ensures the selection, development, and retention of a highly motivated, skilled, and professional workforce; selects, directs, and evaluates key department heads; maintains a performance-based evaluation system for all departments, programs, and staff to ensure that organizational short- and long-range strategies, goals and objectives are being achieved.
8. Champions adherence to both the letter and the spirit of the Policies and Procedures Manual, the Organizational Design Model, the Bylaws, Strategic Plan, Global Vision and overall vision and mission of the Centers for Spiritual Living.

9. In partnership with the Spiritual Leader, ensures the cultural and practical adherence to the principles of Science of Mind and the teachings of Dr. Ernest Holmes throughout the organization.
10. Ensures the collective needs and expectations of ministers, practitioners and laity in our member communities are known and acted upon in both strategic and tactical ways.

QUALIFICATIONS & KEY SELECTION CRITERIA

The successful candidate will have at least 10 years' experience as a senior leader in a complex organization providing services to a wide variety of stakeholders or members, with demonstrated skills in staff leadership and development, in leading/facilitating board and/or councils, and in consensus building. The successful candidate's background may include Science of Mind or other faith-based organizations, not-for-profit organizations, higher education, or for-profit organizations. She / he is demonstrably able to provide vision and leadership, efficiently delegate, collaborate, and create alliances within and outside the Organization. This individual is an excellent representative of the Organization and the Science of Mind in the world.

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

Specific qualifications include:

1. Proven ability to select, motivate and evaluate staff, provide for their training and development, and exercise disciplinary action in a positive and effective manner.
2. Expertise in budget development and financial administration. Make clear and concise decisions based on complex financial information; and exercise sound and effective judgment.
3. Documented experience in policy and procedure development and implementation; able to analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective courses of action. Ability to determine social, political, and environmental issues influencing program administration that help the organization achieve its mission.
4. Strong skills and documented success in contract negotiation.
5. Demonstrated experience establishing and maintaining cooperative and effective internal and external working relationships with a variety of representatives of public and private organizations, members of boards and commissions, and the general public. Able to facilitate dialogue around a variety of issues, with good consensus-building skills for the purpose of creating strategic alliances and developing win-win relationships.
6. Able to prepare and present clear and concise written and oral reports and related materials plus proven skills in public speaking and giving presentations to a broad range of constituents or stakeholders.

7. Able to maintain and exhibit confidentiality, discretion and integrity when handling sensitive information.
8. Knowledge of the Principles of Science of Mind and the teachings of Dr. Ernest Holmes with a commitment to continued education in these principles and teachings is preferred, but not necessary. A willingness to learn these principles is highly valued.
9. The ability to quickly gain knowledge of applicable laws, regulations, legal mandates, guidelines, and standards affecting day-to-day administration of CSL, e.g., knowledge of organizational structures, financial structures, and legal requirements within 501c3 and/or not-for-profit organizations.
10. Demonstrated commitment to personal and professional financial accountability.
11. Proficient user of MS Office software and comfort using current technology related to executing job responsibilities.
12. Demonstrated experience as a senior leader within a faith-based organization or non-profit preferred but not required.
13. Existing healthy executive-level relationships with other faith-based, 501c3 and/or not for profit sector leaders strongly preferred.
14. Significant experience in at least three of the following areas: education strategy, higher education administration & accreditation, publishing, communications (marketing, public relations, or media), event strategy and management, IT, nonprofit governance including elections, diversity and inclusion, global expansion, culture change, youth or young adult programming, ministerial service or support, fundraising or strategic planning.
15. Demonstrated ability to lead by example, set cultural tone and provide a service-based leadership structure.
16. Demonstrated commitment to life-long personal and professional development.
17. Experience planning and implementing a wide variety of events and programs.
18. Knowledge of principles and demonstrated skill applying practices related to effective leadership and staff supervision. This includes principles and practices such as (but not limited to): selection, training and development, the dynamics of line-staff relationships; techniques that lead to effective interpersonal communications and relations; effective problem solving and decision making techniques; planning and delegating work; performance evaluation; servant leadership; positive recognition methods, progressive discipline; organizational development, change management, authentic conversations, succession planning, and assessing organizational culture.
19. Willingness to complete four (4) certificated Science of Mind/Religious Science classes or a Foundations within the first two years of employment.

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.

EDUCATION

A bachelor's degree from an accredited college or university is required. An advanced degree in not-for-profit management, human resources management, business administration or a related field strongly preferred.

COMPENSATION

This position offers a competitive salary and benefits package, consistent with nonprofit organizations of similar size, scope, and scale.

LOCATION

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