



**Job Title:** Executive Director  
**Status:** Full Time  
**Compensation:** Salary and Benefits commensurate with experience  
**Reports to:** Senior Minister

**Overview of the Role:**

Through prayer partnership, visioning, strategic planning and consistent communication, the Executive Director will partner with the Spiritual Director, Core Council, Staff and Volunteer community members to support and sustain the vision of Bodhi Spiritual Center. Reporting to the Spiritual Director, the incumbent will articulate the strategic plan for Bodhi Spiritual Center through overseeing daily operations, financial management and team development.

The Executive Team (Executive Director & Spiritual Director) work jointly to manage long-term financial planning for the center including fundraising efforts, the annual pledge drive, ongoing donor relationships and fund campaign marketing/branding for the center to ensure a healthy, vibrant organization of high-consciousness.

**Duties and Responsibilities:**

Leadership & HR

- Plan, assign and direct work of staff, including development of clear, consistent roles, responsibilities and goals
- Interview, select, orient, train, coach, and terminate staff as needed
- Manage and facilitate annual and periodic the performance assessment process, compensation, and professional development for staff
- Assist in managing healthy and powerful relationships with staff, Bodhi volunteer leaders and teams
- Ensure all HR policies and procedures remain current
- Prepare and present monthly update report to the Core Council

Operations

- Manage and supervise staff to accomplish the center’s goals
- Manage the acquisition of items and supplies applicable to the daily operations of the center
- Develop key marketing messages with Senior Minister for print, online and social media marketing in conjunction with external vendors
- Provide assistance and operational support, as applicable, to the Bodhi Spiritual Center team in the daily operations and effective functioning of programming

Financial Management

- Develop and manage the annual budget with the Senior Minister, staff leads and Core Council
- Manage all accounting and finance functions for the organization, including general accounting; accounts payable; accounts receivable; payroll; and budget and financial reporting. Review, evaluate and implement accounting systems, policies, and procedures
- Manage the tracking of donation and pledge payments in conjunction with Bookkeeper

- Conduct banking business such as loans, changes of signatories, etc. Serve as an approved signatory for Bodhi's financial accounts
- Develop and enhance relationships with donors in partnership with the Senior Minister, Core Council and Prosperity Team
- Lead and guide fundraising strategy - personal asking, foundation relationships, legacy giving etc.
- Review of all contracts in conjunction with Senior Minister
- Coordinate and oversee annual independent audit and preparation of required regulatory filings
- Process payroll, payroll taxes and maintain compliance with all federal, state and local laws
- Partner with the Core Council Treasurer to determine key information and conversations senior leaders need to address for the continued successful operation and growth of Bodhi
- Coordinate all insurance (general liability, etc.)
- Maintain a comprehensive personnel record of all employees that tracks sick leave, vacation, approves overtime, and hours worked per day and per week.

#### Care Structure

- Support the development, implementation and ongoing experience of Bodhi's Care Structure
- Provide support to the leadership of the Care Structure program

#### Education

- Support the coordinators of education in planning program and curriculum offerings on a quarterly basis
- Participate in the development and implementation of the Education Road Map for Bodhi
- Support adult curriculum development with Senior Minister and coordinators of education
- Work with the coordinators of education to ensure tracking of metrics and results of the education offering
- Works closely with the coordinators of education to provide training applicable to policies and procedures for the Core Council

#### **Qualification Requirements:**

- Minimum of 7-10 years of progressive leadership experience in a business, social enterprise or not-for-profit organization with a focus on operations, financial management and staff development
- Strong business acumen with a proven track record of financial accountability experience
- Possesses career experience as a strategic, 'big-picture' thinker with a demonstrated ability to support a complex plan for community growth and development in a not-for-profit setting
- Excellent interpersonal and communication skills including working directly with a diverse population of clients, vendors, facilitators, staff and board of trustees
- Adaptable critical thinking and problem solving skills honed in an environment strongly focused on client service and end-user experience
- Preference given to candidates with an advanced degree in Business, Organization Development or closely related area of concentration