

Job Description
THE PRINCIPLE FOUNDATION
EXECUTIVE DIRECTOR/PRESIDENT

General Job Description

The Executive Director's primary function is to provide inspired leadership, ensuring that the mission, policies, and practices of The Principle Foundation are fulfilled in a Christian manner.

Executive Director/President Details

Job Type: Full-time

Location: This is a remote position

Salary Range: \$126,000 – \$161,000

Start Date: As soon as practical

Primary Responsibilities

1. Pray daily for The Principle Foundation including its mission and activities.
2. Administer benevolence under the guidelines of the Foundation, and provide quarterly reports of activity to the Board.
3. Be led by spiritual discernment and prayer for each right idea, not necessarily by traditional management, financial, and/or leadership processes.
4. Lead a high-performance team in a remote environment. There are 17 employees at The Principle Foundation plus an additional six contractors that the Foundation works with closely. The Executive Director's direct reports are:
 - Director of Operations
 - Director of Programs (2)
 - Accounting Manager
 - Manager of IT Systems and Security
 - Communications Manager
 - Human Resources Manager
5. Lead the execution and management of TPF's three 501(c)3 entities:
 - The Principle Foundation
 - National Fund for Christian Science Nursing
 - The Principle Foundation Extended Services
6. Lead the execution and management of the following programs and activities:
 - The Principle Foundation Funds
 - The General Fund
 - Disaster Relief
 - Prison Ministry
 - Gratitude Fund
 - The Funds for Christian Science Nursing
 - National Fund for Christian Science Nursing
 - International Fund for Christian Science Nursing
 - Services
 - Caring for Christian Scientists Call Center
 - RiperYears
 - Local Committees

- Sponsored Programs
 - Christian Science Nursing Youth Action Committee
 - Communities of Christian Caring
 - Embraced:Fully
 - Collaborative Support Team
 - Departments and Functions
 - Accounting
 - Operations
 - Information Technology
 - Communications
 - Grant Administration
 - Human Resources
 - Compliance with federal, state, and local government requirements
7. Plan, arrange, oversee, and direct international, national, regional or local conferences having the Board's approval for programming.
 8. Plan, direct, develop, and oversee the Foundation's communications and outreach development.
 9. Lead the daily activities of the Foundation's office.
 10. Hire and supervise all personnel in line with the organization chart; assign responsibilities and ensure proper performance of duties.
 11. Lead the organization's operation:
 - Ensure accurate financial records, including contributions requiring acknowledgement for tax purposes.
 - Oversee bank and investment accounts.
 - Oversee accounting and audit activities.
 - Oversee information technology and security.
 - Oversee the maintenance of Foundation records.
 - Evaluate performance of the staff as needed.
 - Advise the Board of Directors of future direction of the staff.
 - Oversee and implement improvements in procedures and organization.
 - Recommend appropriate policies to meet changing conditions.
 12. Develop and maintain professional relationships with key individuals with our donors, vendors, other Christian Science groups, and The Mother Church.
 13. Obtain, monitor, and ensure compliance with letters of agreement, contract, leases, and other legal documents and agreements.
 14. Ensure appropriate insurance.
 15. Actively participate in the Christian Science Nursing Collaborative.
 16. Perform other duties as requested by the Board.

Decision-Making Authority

1. Make monetary decisions in accordance with The Principle Foundation's policies.
2. Review, analyze, and make decisions on programs that are approved by the Foundation's Board of Directors.
3. Report, recommend, and assist the Board of Directors in fulfilling and meeting all obligations and responsibilities of the Foundation.

Budget Responsibility

1. Commit to a radical reliance on Christian Science to demonstrate “our daily bread” and sense of supply.
2. Provide responsible stewardship over the Foundation’s funds.
3. Prepare an annual Expected Expenses report for Board approval.
4. Provide quarterly reports for review by the Finance Committee and the Board.

Skills and Competencies

1. Demonstrable knowledge of Christian Science practice. This includes being free from medication and medical care.
2. Record of individual responsibility, benevolence, and service.
3. Recognition of the spiritual nature of this work and ability to grapple with issues prayerfully.
4. Willingness and ability to work with others in a collaborative manner; teamwork:
 - Managing Staff
 - Working with Board of Directors
 - Collaborating with Christian Science churches and nonprofits
 - Partnering with vendors and professional advisors
5. Organizational and planning skills.
6. Exceptional communications skills:
 - Spoken
 - Written
 - Presentations - public speaking
 - Creating clear reports
 - Processing grant requests
7. Listening skills.
8. Computer skills with internal software systems including document management, database management, financial software, and personal productivity apps such as Word, Excel, etc.
9. Technical knowledge of current office systems, IT security, and familiarity with artificial intelligence.
10. Financial expertise and stewardship. An ability to understand financial reports.

Qualifications

1. Membership in The Mother Church required
2. Branch church membership expected
3. Class instruction by an authorized teacher in Christian Science
4. Authorized to work in – and be a resident of – the United States