

The Executive Director is the key management leader of Lumunos, a nonprofit organization that assists individuals and organizations in growing deeper self-understanding, dependable relationships, and resilient organizational culture. Services include content, coaching, and a variety of experiences to help people and organizations live with greater clarity, focus and spirit. Current areas of focus include hospital clinicians, leaders, and the “spiritual but not religious.”

The Executive Director is responsible for overseeing this dynamic organization's administration, programs and strategic plan, including fundraising, marketing, and business development. The ideal candidate for the position will be someone who not only possesses these skills, but also feels called to do meaningful work and make a difference in the world. The position reports directly to the Board of Directors (the “Board”).

## **GENERAL RESPONSIBILITIES**

1. **Organization Mission and Strategy:** Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and business development.
  - Responsible for development and implementation of Lumunos programs, both existing and new, that carry out the organization's mission.
  - Responsible for strategic planning to ensure that Lumunos can successfully fulfill its Mission into the future.
  - Responsible for development and expansion of the Lumunos audience, business lines, and donor base.
  - Oversees all Lumunos communications, ensuring consistency and appropriate representation of the mission and vision
  - Shepherds the legacy of Lumunos, including culture, values, and mission.
  
- 1) **Financial Performance and Viability:** Develops and manages resources sufficient to ensure the financial health and growth of the organization.
  - Responsible for growing and developing revenues necessary to support the Lumunos mission, including fundraising, fee-for-service, and new revenue streams sufficient to support increased services and staffing.
  - Responsible for the fiscal integrity of Lumunos, including submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition and prospects of the organization.
  - Responsible for fiscal management that generally anticipates operating within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position.
  
- 3) **Organization Operations:** Oversees and implements resources to ensure that the operations of the organization are appropriate.

- Responsible for the recruitment, hiring, and retention of competent, qualified staff, program leaders, and volunteers.
- Responsible for effective administration of Lumunos operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

#### 4) **Board Governance:** Works with Board to fulfill the organization's mission.

- Responsible for leading Lumunos in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions on policies and strategies.
- Responsible for developing Board capabilities through recruitment and orientation of new Board members.

### **Specific Job Responsibilities**

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall reach of the organization.
2. Oversee and collaborate with organization staff, program leaders, and volunteers to deploy Lumunos programs.
3. Strategic planning and implementation.
4. Planning and operation of annual budget.
5. Engage in revenue development, fundraising and nurturing donor relationships.
6. Serve as Lumunos' primary spokesperson to the organization's stakeholders, the media and the general public.
7. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance Lumunos' Mission.
8. Oversee marketing and other communications efforts.
9. Oversee Board and committee meetings.
10. Establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
11. Review and approve contracts for services.
12. Other duties as assigned by the Board of Directors.

### **Experience and Education Needed**

- Minimum of a bachelor's degree. Some post-graduate education preferred.
- Minimum of five years nonprofit management experience.
- Experience with growing an organization, managing budgets, and being accountable for financial results.
- Experience with fundraising, establishing and maintaining relationships with individuals and organizations of influence, including donors, partner agencies and volunteers.
- Experience in working with a Board of Directors.

## **Personal Qualities**

- Transparent and high integrity servant leader demonstrating authenticity and vulnerability.
- A passion for the Lumunos mission.
- Entrepreneurial mindset and ability to work creatively to maximize impact with minimal resources; effective problem-solver and decisionmaker.
- Strong work ethic with a high degree of energy.
- Excellent communication, facilitation, and collaboration skills, using a variety of channels (written, oral, virtual, in person).
- Ability to relate to individuals from many walks of life and life stages, from hospital executives and clinicians to church-going seniors to the “spiritual but not religious.”
- A deep thinker who is comfortable exploring questions of meaning and who can deal with ambiguity
- Rooted in a faith tradition with knowledge of and sensitivity to current trends relating to religion and spirituality.
- Willingness to travel and work outside traditional office hours.

## **ABOUT LUMUNOS**

Lumunos is a 100-year-old start up that is poised for growth. Our focus has always been on issues common to us all: belonging, calling, and the connection between ‘role and soul.’ We make the world better through fostering deeper self-understanding; nurturing dependable relationships with others; and creating resilient organizational culture. With this mission we move fluidly between corporate conference rooms, church basements, family rooms and Zoom rooms. In these and other spaces we offer resources, coaching and facilitated programs to help people and organizations live with greater clarity, focus and spirit.

Lumunos was founded almost a century ago by an Episcopal priest who was also instrumental in the creation of Alcoholics Anonymous. We continue in that AA culture by being a deeply inclusive spiritual organization that has the ability to offer our services in any setting. For more information, see [Lumunos.org](http://Lumunos.org) and [Lumunoswellbeing.org](http://Lumunoswellbeing.org).