



**Title:** Executive Director

**General Description:**

Reporting to the Board of Trustees, the Executive Director (ED) has overall operational and strategic responsibility for Sunrise Haven's staff, programs, outreach, and execution of its mission ("Christian Science nursing inspiring, loving, and healing humanity") including human, financial and capital resources.

**Responsibilities:**

Leadership and Management:

- Promote a harmonious atmosphere of spiritual healing by doing daily metaphysical work for the mission of Sunrise Haven.
- Operate Sunrise Haven in accordance with:
  - its vision, mission, values and legal charter;
  - the Christian Science Nurse Scope of Services issued by The First Church of Christ, Scientist;
  - the policies and accreditation standards of The Commission for Accreditation of Christian Science Nursing Organizations/Facilities, Inc.;
  - licensing requirements of the State of Washington.
- Actively engage Sunrise Haven Field, volunteers, trustees, and staff.
- Maintain a safe and compassionate environment for patients by establishing and enforcing policies concerning quality assurance and performance improvement, patient confidentiality, dignity, individuality, property, and rights; consult with the Director of Christian Science Nursing and the Christian Science Nursing Trainer as needed on sensitive or difficult cases; bring cases to the Benevolence Committee in a timely fashion; serving on the Admissions and Utilization Review Committee and the Benevolence Committee.
- Support the self-perpetuating Board of Trustees; recommend timelines and resources needed to achieve the strategic goals; identify immediate and future opportunities; provide information and commentary pertinent to the Board's deliberations; recommend options and courses of action; attend Board meetings.
- Plan, protect and improve the physical and financial resources of the organization by inspecting and maintaining the facilities; budgeting and controlling expenses; reviewing policies, procedures, and spending practices.
- Achieve financial objectives by developing and recommending to the Board the annual budget, adjustments in salaries and rate structure; scheduling expenses; analyzing variances; initiating corrective actions; alerting Board to money-management actions; maintaining proper financial records and procedures.

- Procure and maintain a Washington State Department of Health Nursing Home Administrator Limited License or equivalent as required, and ensure that at least one other Sunrise Haven employee is also licensed. Designate a responsible person in the Executive Director's absence in accordance with licensing regulations.

#### Outreach, Communications and Fundraising:

- Nurture and maintain interest and financial support for Sunrise Haven in the Christian Science community by developing and coordinating promotional activities and material, newsletters, web presence and special communications to the Christian Science field for Board approval before distribution. Address impositions on Christian Science nursing and Sunrise Haven through communications activities.
- Develop regional outreach opportunities through training workshops, speaking engagements and other activities.
- Develop fundraising channels to support existing special projects and expansion through grant-writing, appeals and special events.
- Ensure the neighboring community understands mission of Sunrise Haven; maintain good neighborhood relations; work with neighborhood on common concerns.
- Participate in AOCSN and other Christian Science nursing organizations.
- Foster basic recognition of and protection of Christian Science treatment and nursing under state laws by working with the state Committee on Publication, providing information necessary to work with public officials.
- Maintain relationship with Christian Science nursing training partners such as Le Verger.

#### Human Resources:

- Nurtures and develops staff by supervising directly (Director of Christian Science Nursing, Christian Science Nursing Trainer, and Business Manager) and indirectly through delegation (all other staff), including hiring and terminating staff, as well as ensuring regular staff evaluations and maintaining records; providing educational and experiential growth opportunities; supporting staff morale.
- Complies with federal, state, and local laws and regulations including compensation, time off, worker's insurance, grievance, background checks and other required provisions and benefits; enforcing adherence to requirements; advising the Board on needed actions.

**Hours:** Monday – Friday, with some evenings and weekends required. On call 24/7 for questions and admissions. Travel approximately 10% for regional outreach events and national/international participation in meetings.

#### **Qualifications:**

##### ***Required:***

- Member of The Mother Church and active branch church member.
- Christian Science primary class instruction by an authorized teacher of Christian Science.

- Supports the Christian Science Board of Directors and the Church Manual By-Law “Christian Science Nurse.”
- Dedicated metaphysician who seeks prayerful solutions and inspires spiritual consecration in others.
- Possession of a current active Washington State Nursing Home Executive Director’s license, or willingness and ability to become licensed within a reasonable period.
- Ability to work effectively and harmoniously with diverse individuals and agencies.
- Experience managing people.
- Leadership skills, including in innovation and change, team building, program development.
- Effective communication and interpersonal skills.
- Bachelor’s degree.
- Working knowledge of MS Office, including Word, Excel and Power Point, Outlook and social media.

***Desired:***

- Working knowledge of Christian Science nursing practices and procedures.
- Working knowledge of accreditation standards, legal regulations, and guidelines for Christian Science nursing facilities.

9/2021