



Vision: Humanity loved, healed, blessed.

Mission: Christian Science nursing inspiring, loving, and healing humanity.

Title: Executive Director

Reports to: Board of Trustees

Salary and Benefits: Please reach out to Heidi Thompson, heidi@hiremotives.com for details.

General Description:

- The Executive Director (ED) of Sunrise Haven (SH) is entrusted with the oversight of the operations and services offered by this Christian Science nursing facility. The ED reports to the Board of Trustees and is accountable to them for the execution of the organization's mission, vision, values, and priorities which the Trustees determine are essential to the success and continuity of the organization. The ED maintains regular communication with the Board through weekly meetings with the President of the Board, and shall regularly submit reports and data to the Trustees to confirm the ED's progress towards accomplishing SH's objectives. The ED attends regular meetings of the Board but has no voting privilege.
- The ED has overall strategic responsibility for the development of Sunrise Haven's staff, programs, and outreach activities, as well as for wise management of its human, financial and capital resources. The ED maintains effective communication at all levels of the organization and between SH and the community it serves.
- The ED has the following direct reports: Co-Directors of Christian Science Nursing, Christian Science Nursing Trainer, the Business Manager, the Kitchen Manager, and the Maintenance Manager.

Areas of Responsibility, Oversight, and Accountability

Metaphysics

First and foremost, promotes a harmonious atmosphere of spiritual healing by doing daily metaphysical work that acknowledges that God's harmonious government is guiding the fulfillment of SH's mission and is meeting the needs of all patients, staff and administration. Addresses impositions on Christian Science nursing and Sunrise Haven.

Integrity

Practices the Golden Rule and the attributes of a Christian Science nurse given on p. 395 of Science and Health with Key to the Scriptures by Mary Baker Eddy. Inspires staff to do the same. Maintains professional confidentiality; complies with accreditation standards and all Sunrise Haven policies and procedures; obeys the spirit and the letter of the law. Maintains a work environment that is compassionate, honest, fair and respectful of individual rights.

Leadership and Management

- Leads by example. Reflects divine Love by demonstrating love for the mission of SH and all individuals within the organization. Listens, communicates with staff in ways that inspire them to do their best work every day.
- Serves as a strong communication link between the Sunrise Haven Field, volunteers, trustees, and staff by representing Sunrise Haven in-person when possible, and through written communications.
- Operates Sunrise Haven in accordance with:
 - its vision, mission, values and 501(c)3 non-profit status;
 - 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. (“The Commission”);
 - licensing requirements of the State of Washington.
- Supports the Board of Trustees; recommends timelines and resources needed to achieve the goals of the Strategic Plan; identifies immediate and future funding opportunities; provides information and commentary pertinent to the Board’s deliberations; recommends options and courses of action; prepares for and attends Board meetings, supports Board Development activities.

Christian Science Care Services:

- Maintains a safe and compassionate environment for patients by establishing and enforcing policies concerning quality assurance and patient confidentiality, dignity, and rights, and by holding monthly metaphysical meetings.
- Meets at least weekly with the Co-Directors of Christian Science Nursing and the Christian Science Nursing Trainer to consult on sensitive or difficult cases and oversee the quality of care.
- Serves on the Benevolence Committee, the Admissions Committee and the Utilization Review Committee.
- Designates a responsible person in the Executive Director’s absence in accordance with licensing regulations.
- Upholds the requirements of The Mother Church’s Manager of Christian Science Nursing Activities on Journal-listed Christian Science nurses employed at Sunrise Haven.
- Prayerfully supports the Church Manual By-Law, “Christian Science Nurse.”

Finance:

- Plans, protects and improves the physical and financial resources of the organization by inspecting and maintaining the facilities; budgeting and controlling expenses; reviewing policies, procedures, and spending practices.

- Achieves financial objectives by collaborating with the Business Manager and the Board Treasurer to develop and recommend 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.

Outreach, Communications and Fundraising:

- Nurtures and maintains interest and financial support for Sunrise Haven in the Christian Science community by developing and coordinating promotional activities and materials, newsletters, web presence and special communications to the Christian Science field for Board approval before distribution.
- Develops fundraising channels to support existing special projects and expansion through grant-writing, appeals and special events.
- Develops the connections for regional outreach opportunities to be provided by the Co-Directors of Christian Science Nursing or Christian Science Nurses Trainer; such as training workshops, speaking engagements and other activities.
- Fosters 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, and by addressing impositions on Christian Science nursing in collaboration with Committee on Publication.
- Ensures the neighboring community understands the mission of Sunrise Haven; maintains good neighborhood relations; works with the neighborhood on common concerns.

Human Resources:

- Cares about the well-being and retention of staff.
- Nurtures and develops staff by supervising directly and indirectly through delegation all staff, including hiring and terminating, as well as ensuring regular staff evaluations and maintaining records; providing educational and experiential growth opportunities; supporting staff morale.
- Demonstrates the capacity to comply 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.
- Works with the Board to develop a succession plan to ensure an orderly continuity of leadership in an emergency.

Legal Compliance and Accreditation:

- Oversees inspections and ensures the facility is "inspection ready" at all times. Keeps abreast of current issues and evolving requirements; reports key updates and development to the Board.

- Maintains active membership and attend webinars with The Commission and the Christian Science Provider Network.

Professional Networking:

- Participates in The Association of Organizations for Christian Science Nursing (AOCSN).
- Maintains relationship with Christian Science nursing training partners such as Le Verger and the Christian Science Nursing Network (CSNN).
- Maintains communication with The Mother Church's Manager of Christian Science Nursing Activities.
- Represents SH at relevant organizations in person or by delegating representation to senior management. The representative reports key updates and developments to the Board.

Required Qualifications:

- Member of The Mother Church and an active member of a local branch church.
- Christian Science primary class instruction by an authorized teacher of Christian Science.
- Commitment to the healing mission of our church through regular study of the Bible and the writings of Mary Baker Eddy.
- Possesses Level 1 Christian Science Nurses Training certification, or willing to become certified within a year.
- Ability to work effectively and harmoniously with individuals from diverse backgrounds and with diverse interests.
- Experience leading people and managing systems.
- Leadership skills include team building strategies.
- Effective communication and interpersonal skills.
- Bachelor's degree.
- Working knowledge of MS Office, including Word, Excel and Power Point, Outlook and social media.
- Willingness to develop knowledge of Christian Science nursing practices as defined by the Scope of Services, and knowledge of accreditation standards, legal regulations, and guidelines for Christian Science nursing facilities.

To Apply: Submit your resume and cover letter to Heidi Thompson, heidi@hiremotives.com

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