

Tenacre Foundation
Senior Director of Philanthropy

Job Title: Senior Director of Philanthropy
Ministerial Designation: Minister of Religion, exempt
Department: Philanthropy
Reports To: Bill Bell, Vice President – Philanthropy
Prepared Date: 9.3.2018

Summary: The Senior Director of Philanthropy assists the Vice President of Philanthropy with all aspects of department management, unifying, organizing and leading the team with clear communication and inspiration from Christian Science practice.

Competencies

To perform the job successfully, an individual should be progressively demonstrating the competencies outlined in the *Basic Qualifications and Competencies for Religiously-qualified Positions at Tenacre*, including the following:

Servant Leadership and Teamwork: Supports the camaraderie and unity among all staff; maintains trust and respect for one another's ministry; takes actions that demonstrate an unselfed approach.

Communication Skills: Communicates and responds to others with warmth, respect, empathy and patience; conversation reflects the highest Biblical standard; replies to inquiries and completes requests, both on a timely basis; follows-up appropriately on requests made of others.

Ethics: Acts and speaks in a manner consistent with the highest ethics and integrity and ethically upholds organizational values; inspires the trust of others; maintains confidentiality; demonstrates respect for all; keeps commitments; understands lawful and ethical standards.

Quality Management: Demonstrates accuracy, thoroughness, orderliness, and attention to detail.

Judgment: Gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas, uses initiative appropriately.

Essential Duties and Responsibilities

- Captures and communicates the vision established for Philanthropy by the Vice President
- In-house presence to support the Vice President of Philanthropy
- Oversees philanthropy from ideas to implementation and established relationships
- Directs management of outreach for grants to Christian Science and non-Christian Science entities
- Understands big picture of all Philanthropy activities
- Coordinates and manages communication of ideas for grants
- Connects individuals and activities in the department
- Facilitates team with metaphysical approach to Philanthropy
- Nurtures the staff for developing philanthropic relationships

Specific duties

- Manages Philanthropy staff
- Participates in unfoldment of ideas for grants with Philanthropy staff
- Oversees all inter-department communications
- Unifies team through organized meetings and communications
- Attends Philanthropy Committee meetings
- Other duties may be assigned

Qualifications

- Member of The First Church of Christ, Scientist
- Branch Church Membership preferred
- Christian Science Class Instruction required
- Maturity of Christian Science practice
- Proven a high level of proficiency in oral and written communication

To perform this job successfully, an individual must be able to perform each essential duty as stated above satisfactorily.