

**Center for Spiritual Living**  
Job Description

**Title: Member Development Director**

**Job Summary:** As a part of the Senior Management be responsible for member development and retention for the Center for Spiritual Living with the overall strategic plan of the organization.

**FLSA: Exempt**

Reports to: Senior Minister

Status: exempt

Responsibilities:

- Helping members identify and use their Spiritual Gifts and talents to help support community well being.
- Provide direction for Member development
- Promote and support leadership development in members
- Coordinate member connection and support
- Provide clear, convenient ways for members to connect with church offerings and programs
- Head up the Donor development of CSL
- Be a liason with the Board of Trustees on behalf of the CSL Leadership team
- Be the point of contact for Volunteer team leads
- Seabeck Camp Co-Director
- Back of the house management for Sunday and other events

**Qualifications**

**Education & Experience**

1. Completion of the four core Science of Mind certificated classes (Foundations, Self Mastery, Spiritual Practice, Roots).

**Knowledge/Skills/Abilities**

1. Excellent computer skills with strong working knowledge and experience with MS Windows, Microsoft Office 97 or higher version, CRM and Donor Management software .
2. Detailed, highly organized, self-motivated and reliable
3. Innovative and quick thinking, willing to take initiative in performing duties and offering suggestions for improvement.
4. Team player attitude with excellent communication skills.
5. Demonstrated ability to work successfully with substantial degree of independence.

**Working Conditions**

General office with heavy computer use. Need for flexibility and multi-tasking.  
Days worked: Sunday through Thursday, 40 hours. Benefits.

Compensation: Commiserate with experience plus vacation and partial medical benefits

Application Process:

Please submit cover letter, resume and three references to [jobs@SpiritualLiving.org](mailto:jobs@SpiritualLiving.org)

Attn: Rev. Kathianne Lewis by Sept 5, 2010.