



THE URANTIA BOOK F E L L O W S H I P

Urantia Book Fellowship (UBF) EXECUTIVE DIRECTOR

The Executive Director is the key management leader of The Urantia Book Fellowship. The Executive Director is responsible for overseeing the administration, programs, and strategic planning of the organization.

The position reports directly to the Executive Committee (“EC”) of The Urantia Book Fellowship’s General Council (“GC”). We are a religious organization looking for a leader who can assist the organization to enable members to engage with The Urantia Book Fellowship in productive ways.

We place a high value on moral leadership, proactive communication skills, creativity, initiative, and strong organizational experience.

Our environment is designed to foster your personal and professional growth. As a group of diverse individuals we welcome and embody men and women from many faith, ethnic, and cultural backgrounds.

GENERAL RESPONSIBILITIES

- 1. EC Governance: Works with the EC in order to fulfill the organization’s mission.**
 - a) Responsible for leading The Urantia Book Fellowship in a manner that supports and guides the organization’s mission.
 - b) Responsible for communicating effectively with the EC and providing, in a timely manner, all information necessary for the EC to function properly and to make informed decisions.
 - c) Helps identify and deploy resources to assist the following groups in their operation: The EC, the regular and ad hoc committees, and the GC.
- 2. Financial Performance and Viability: Supports the development of resources** sufficient to ensure the financial health of the organization.
 - a) Works with the Finance Chair and the EC on fundraising and developing other revenues necessary to support the Fellowship’s mission.
 - b) Shares responsibility with the EC for the fiscal integrity of the Fellowship including preparing a proposed annual budget and providing monthly financial statements.
 - c) Shares responsibility for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, verifies compliance with relevant state and federal laws, maintains the organization in a positive financial position, and



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guarantees regulatory compliance with nonprofit regulations for the Fellowship as a 501(c)(3).

- 3) **Organization Mission and Strategy:** Works with EC, service team chairs, committees, and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
 - a) Supports implementation of the Fellowship's programs to carry out the organization's mission.
 - b) Shares responsibility for strategic planning process so the Fellowship can successfully fulfill its mission into the future.
 - c) Shares responsibility for the enhancement of the Fellowship's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- 4) **Organization Operations:** Oversees the use of resources to ensure that the operations of the organization are successful including employees, contract labor, and volunteers.
- 5) **Professional Qualifications Needed (or equivalent)**
 - a) Minimum of a BA or BS and/or relevant business management experience.
 - b) Transparent and high integrity leadership.
 - c) Senior non-profit management experience preferred.
 - d) Experience and skill in working with a board.
 - e) High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, EC, volunteers, and donors.
 - f) Ability to effectively communicate the organization's goals and mission to donors, volunteers, and the community at large.
 - g) Demonstrated ability to oversee and collaborate with staff.
 - h) A history of successfully generating new revenue streams and improving financial results.
 - i) Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
 - j) Previous success in establishing relationships with individuals and organizations of influence, including funders, partner agencies, and volunteers.



THE URANTIA BOOK FELLOWSHIP

- k) Solid organizational abilities, including planning, delegating, program development and task facilitation.
- l) Strong financial management skills, including budget preparation, analysis, decision making, and reporting.
- m) Strong written and oral communication skills. Outstanding public speaking ability.
- n) Strong work ethic with a high degree of energy
- o) Strong computer and technology skills, along with willingness and ability to add additional competencies as needed.
- p) Ability to speak another language is an asset.

6) General Qualities

- a) Strong collaboration skills
- b) Effective team player
- c) Excellent conflict resolution skills.
- d) Interested in spiritual growth; preferable to have read or be willing to read The Urantia Book.