



THE NARRATIVE  
E N N E A G R A M

## Executive Director Job Description

Job Title: Executive Director  
Reports to: Board of Directors  
FLSA Status: Salaried, Exempt  
Classification: Full-time  
Posted: June 12, 2019  
Timeline: Until position is filled

### OUR VISION, MISSION AND VALUES

The Narrative Enneagram (TNE) is an educational nonprofit dedicated to transforming lives and creating a more compassionate world. Our mission is to refine and advance Narrative Tradition programs to transform human consciousness through our unique and unparalleled curriculum, which integrates psychological, spiritual and somatic practice.

TNE is committed to embodying the following values in all of its relationships and activities:

- Self-awareness
- Integrity
- Transparency
- Personal transformation through psychological, spiritual and somatic integration
- Working out differences
- Generosity of spirit

### JOB SUMMARY

The Executive Director is responsible for providing visionary leadership for the organization by:

- 1) Creating and executing innovative strategies for growth that are consistent with TNE's mission, vision and values
- 2) Developing and nurturing strong relationships with TNE stakeholders
- 3) Providing administrative oversight for the organization
- 4) Leading fundraising efforts with support from the TNE board and others

### REQUIREMENTS FOR EMPLOYMENT

#### EDUCATION AND EXPERIENCE

- Bachelor's degree
- At least 10 years of organizational management experience with increasingly responsible management accountabilities

- Successfully demonstrated management, supervisory, financial, budgeting, and organizational skills, and ability to communicate and negotiate effectively
- Proven computer skills and the aptitude to learn new software
- Substantial knowledge of the Enneagram and a commitment to living the values of TNE

## **QUALIFICATIONS AND SKILLS**

The qualities and functions below are representative of the knowledge, skill and/or abilities necessary to perform the job of Executive Director successfully. Reasonable accommodations can be made to enable individuals with disabilities to perform essential functions. Our ideal candidate will possess:

- Demonstrated capacity to manage people in a complex organizational environment
- Knowledge and experience with creating and managing fundraising activities
- Experience directing a training organization curriculum
- Initiative as a self-starter and ability to work with minimum supervision
- Ability to work virtually from a home office
- Excellent verbal and written communication skills
- Working knowledge of marketing, including web-based experience
- Basic knowledge of accounting, financial reporting, and preparing an annual budget
- Commitment to the vision and mission of TNE

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **LEADERSHIP & VISION**

- Collaborates with the Board of Directors and seeks input from the faculty, staff, Certified Narrative Enneagram Teachers and Practitioners, members and other stakeholders to envision, develop and implement strategic plans for the organization
- Creates a healthy organizational culture that builds trust among the board, faculty, staff and other stakeholders by embodying the values of TNE; by creating a safe and confidential work environment; and by establishing effective communication between and among all stakeholders
- Ensures that the organization and its mission, programs and products are consistently presented in a strong positive image

### **STAKEHOLDER RELATIONS**

- Creates and nurtures a collaborative work environment by providing team development with and among the faculty, board and staff of TNE, using existing structures (meetings, committees and work groups)
- Attends at least one TNE event yearly to build relationships with various stakeholders, including students and potential students, alums, members, Certified Teachers and Practitioners, donors, staff, faculty, board members and others interested in the work of the organization

- Serves as TNE’s primary contact with local, regional, national and international Enneagram organizations
- Solicits feedback from TNE’s stakeholders to continually create and re-shape innovative visions for the organization that build its overall sustainability

## **ORGANIZATIONAL ADMINISTRATION**

### **Finances**

- Oversees the development and execution of the annual budget and long-range financial strategies
- Monitors income and expenses to ensure financial stability, and provides financial information to the Board of Directors on a regular basis
- Ensures timely filing of tax returns, contracts, and other legal and financial documents

### **Programs**

- Oversees the planning and marketing of TNE programs, including teaching assignments and venue contracts
- Oversees the establishment and maintenance of international licenses

### **Communications and Marketing**

- Oversees all communications and marketing needs of the organization including branding, website, social media, email and database
- Identifies TNE’s market niche and allocates resources to effectively engage new and existing constituencies and stakeholders

### **Personnel**

- Recruits, hires, trains, mentors and terminates (as necessary) personnel, including employees, non-employee staff, contractors, and Core and Adjunct Faculty, with input from Core Faculty in matters related to faculty
- Manages all staff, faculty and contractors, including conducting annual evaluations for employees, and work reviews for non-employee staff, faculty and contractors

### **Board of Directors**

- Implements Board policies and directives, including recommending policy changes as needed
- Serves as a non-voting member of the TNE Board of Directors
- Schedules and attends all Board meetings, works with Board committees as needed, and offers support by providing resources and reports to assist Board with their responsibilities

## **FUND DEVELOPMENT**

- Leads all fundraising efforts for TNE with the support of the Board of Directors, including coordinating the annual giving campaign, cultivating major gifts, and creating channels for planned giving and securing grants
- Partners with Board to build and nurture relationships with major donors
- Ensures all gifts are acknowledged in an appropriate and timely fashion

## HOW TO APPLY

Please submit a resume and cover letter indicating how TNE's vision and mission align with your own values and what unique talents you would bring to TNE, including any relevant certifications to [HR@EnneagramWorldwide.com](mailto:HR@EnneagramWorldwide.com). Applications will be accepted until the position is filled.