

Job Description

**Manager of Curriculum and Programs (MCP),  
 Spiritual Leadership Institute (SLI)**

<b>THE CEO FORUM</b>	The CEO Forum is a premier Christ-centered spiritual leadership development organization serving the needs of CEOs and senior executives of major companies and their families throughout the world – resulting in Christ-following leaders cultivating God’s love at home, at work, and throughout the world. Founded in 1995, The CEO Forum has provided a safe and confidential place of refuge for CEO’s and Senior Executives who benefit from coaching, pastoral care, prayer, discipleship, accountability, wise counsel, and leadership development. We have developed original curricula, practical tools, and case studies which intersect the unique circumstances these leaders encounter in life and business. You will be joining a professional staff along with a team of CEOs and senior leaders who serve as mentors, disciplers, and faculty in our world-class Spiritual Leadership Institute. For more information, visit <a href="http://www.theceoforum.org">www.theceoforum.org</a> .
<b>PURPOSE</b>	Discipling Business Leaders of Influence
<b>MISSION</b>	To engage, encourage, and disciple CEOs and senior executives and their families as Christ-following leaders who advance the Kingdom of God.
<b>VISION</b>	Transformed Executives, Transformed World!
<b>WE BELIEVE</b>	<ul style="list-style-type: none"> <li>▪ CEOs and senior executives have a divine appointment to be used for the glory of God.</li> <li>▪ CEOs and senior executives are positioned as important stewards of civilization.</li> <li>▪ To whom much is given, much is required.</li> <li>▪ Spiritual leadership development results from safe, intentional, long-term, relationships.</li> </ul>
<b>BRAND PROMISE</b>	<p>Our work is built upon seven foundational commitments:</p> <ol style="list-style-type: none"> <li>1. <b>Bible</b> – we uphold the Bible and its authority and application in members’ lives. As such, we believe Jesus Christ is the Son of God and our exclusive foundation for existence and the only name under heaven by which we may be saved.</li> <li>2. <b>Prayer</b> – we will pray with faith in God for all members and their families.</li> <li>3. <b>Refuge</b> – we will be a confidential, spiritual refuge for CEOs and</li> </ol>

	<p>senior executives.</p> <ol style="list-style-type: none"> <li>4. <b>Discipleship</b> - we will provide personal, high touch, high quality</li> <li>5. Christ-centered discipleship and mentoring for all CEOs and senior executives.</li> <li>6. <b>Leadership</b> - we will provide spiritual leadership development through innovative educational courses/programs designed for members' distinct leadership challenges.</li> <li>7. <b>Relationship</b> - we will convene our membership, creating venues for relationship development, spiritual encouragement, and equipping to nourish the spiritual "health" of the CEO, senior executive, and his/her family.</li> <li>8. <b>Growth</b> - we will reach CEOs and senior executives not yet touched and serve as a catalyst and hub of Christ-centered leadership development throughout the world.</li> </ol>
<p><b>THE POSITION</b></p>	<p>As Manager of Curriculum and Programs (MCP) in the Spiritual Leadership Institute, your primary role is to oversee and implement the daily operations of the Institute's current curriculum and co-curriculum offerings. Simultaneously, the MCP will serve as the administrative and operational lead for strategic initiatives of the Spiritual Leadership Institute, working in partnership with the Assistant Director, Faculty Scholar, and CEO in five areas of investment: curriculum, faculty, research, facilities, and target segments. Duties and expectations for the position are listed in detail below.</p>

## DUTIES AND EXPECTATIONS:

### 1. Serve as the team lead for the daily ongoing operations of the Spiritual Leadership Institute's current cohorts and programs: (75%)

- 1 Core Class - Grand Hyatt, DFW Airport
- 1 Next Generation Class - Grand Hyatt, DFW Airport
- 1 Female Executives Class - Four Seasons, Atlanta, GA
- 2 new cohorts launching Fall 2023, with plans for ongoing annual launches into the future

**Provide logistical support** for the above classes, including but not limited to:

- Agenda planning
- Faculty assignments and coordination
- Scheduling of special guests
- Content planning, including exercises and case study updates and serving as a liaison with SLI faculty to finalize session content
- Attendance tracking

**Serve as the event coordinator for all cohort sessions:**

- Attend all Spiritual Leadership Institute classes, team meetings etc.
- Coordination with hotel event planning staff, AV support staff, teaching faculty, etc.
- Coordination of day-of supplies, including delivering/shipping to event location
- Annual hotel contract renewals: rooms, events, and AV

**Serve as the process owner for all Institute branded ministry communication. This includes:**

- Cohort specific communication
- Faculty communication
- Vendor communication
- Partner with the Manager of Marketing and Communication to distribute national communication on behalf of the Institute.
- Maintain SLI Landing Pages and related content in Wordpress
  - Partnering with the Manager of Marketing and Communication for this maintenance as needed.

**Serve as the team lead for the launch and enrollment of new SLI core classes.**

- Coordinate faculty calendars and identify appropriate dates for the launch of new courses.
- Coordinate contracting with hotels to ensure classes have the appropriate venue to host new events.
- Partner with the Manager of Marketing and Communication to update and distribute marketing collateral.
- Serve as the team representative to discuss enrollment questions with interested members.

**2. Serve as the administrative team lead for data and budget management for the Spiritual Leadership Institute: (5%)**

**Oversee payment and budget management for the Spiritual Leadership Institute:**

- Management of revenue (tuition payments) and expenses (invoice payments)
- Prepare the annual Spiritual Leadership Institute budget each fiscal year in partnership with the Assistant Director.

**Serve as the Donor Perfect data administrator for all Spiritual Leadership Institute member engagement:**

- Logging attendance after each cohort session
- Maintaining email lists and system accuracy for each cohort throughout the

- three-year course period
- Ensuring discipling relationships are properly reflected in the system
- System maintenance upon graduation of a cohort

**3. Serve as the team lead for the administration of Spiritual Leadership Institute Core Class Discipleship relationships: (5%)**

- Monitor the ongoing discipleship relationships through monthly touchpoint surveys, following up and escalating any known issues as needed to the Assistant Director or ME&D team.
- Coordinate pairing and introductions for new discipleship relationships as needed, and when a new class is launched, working alongside the Assistant Director and ME&D team to make these initial pairings.
- Serve as team-lead for coordination of training programs for discipling relationships.
  - i. Acquire resources and build a plan to roll out to both current and new relationships.
  - ii. Maintain and distribute training materials and work with the Assistant Director and Faculty Scholar to update regularly

**4. Serve as the team lead for other program offerings of the Spiritual Leadership Institute: (5%)**

- Monthly Bible Study calls: Manage scheduling, technology support, and administration of the monthly online SLI Bible study with Richard Blackaby
- Monthly Graduate Calls: Manage calendar invite, communication of topics, Zoom hosting, and prayer request administration.
- Abiding Retreats: Coordinate logistics and communication as they are scheduled
- Special Events (Colloquium, Company Visits, etc.): Create invitation emails, track online registration/interest in event, own and execute communication plan, coordinate event details with including hotel accommodations and meals.
- Other ministry-wide duties and expectations:
  - Travel required: attend Annual Forum national conference and ENTRUST annual gatherings as a team event and hospitality support
  - Be available to support other organizational projects outside of the Spiritual Leadership Institute as needed at the direction of the Director of Operations
  - Generate and maintain monthly expense reports for Corporate expenditures related to SLI
  - Provide weekly updates to oversight and monthly SLI updates in team-wide meetings

5. Serve as the team lead, alongside direction of the Assistant Director, for the following strategic initiatives of the Spiritual Leadership Institute: (10%)

- Curriculum –The MCP will serve as the team-lead for improvements in content, delivery, style, media, technology, and audience relevance are needed. The MCP will work alongside the Assistant Director and CEO to develop project strategy.
- Research – we seek to make better and more relevant content and resources readily available to meet the current and future needs of our CEOs and senior executives. Content production, curation, and distribution are imperative to enhancing our mission. The MCP will work alongside the Assistant Director and CEO to develop project strategy.
- Faculty – new faculty are needed to service future growth and changing learning expectations and possibilities. Best-in-class Christ-following faculty must be retained to provide a remarkable educational and spiritual development experience which transforms leaders who will transform the world. The MCP will work alongside the Assistant Director and CEO to execute on project strategy.
- Facilities – a goal of the Institute is to secure world class teaching facilities which provide safe confidential learning environments embedded with cutting edge technology, comfortable learning spaces, and unique designs that enhance relationship development, discipleship, and quiet spaces for individual prayer and reflection. The MCP will work alongside the Assistant Director and CEO to execute on project strategy.
- Target Segments – a priority goal of the Institute is to quickly reach and better disciple female and ethnic minority CEOs and senior executives. These leader segments are not currently well served by CEO Forum nor the Institute. The MCP will work alongside the Assistant Director CEO to execute on project strategy.

**PREFERRED EDUCATION AND EXPERIENCE**

- Bachelor’s degree and 3+ years of post-graduate workforce experience with increasing responsibilities; Master’s degree desirable.
- Event Coordination experience, including conference and hotel event coordination.
- Successful track record of energetic leadership, accomplishments and vision.
- Experience working with curriculum and program development is a plus.
- Experience with strategic planning and educational program development is a plus.

## REQUIRED SKILLS

Skills and Knowledge	<ul style="list-style-type: none"> <li>• Event coordination knowledge, including review of BEOs, rooming lists, coordinating venue contracts, etc.</li> <li>• Strong project management skills, with the ability to manage multiple competing deadlines/timeline requirements.</li> <li>• Strong written and verbal communication skills; Strong editing skills</li> <li>• Capable of learning and improving on processes and procedures</li> <li>• Excellent planning and organization skills.</li> <li>• Ability to execute at a detailed level, while also understanding the big picture</li> </ul>
Personal Characteristics	<ul style="list-style-type: none"> <li>• Christ-centered and spiritually mature.</li> <li>• Life choices reflect Biblical truth and values, abiding by CEO Forum’s team morality and conduct policy.</li> </ul>
Problem Solving and Decision Making	<ul style="list-style-type: none"> <li>• Strong balance of collaborative and solutions-oriented work ethic</li> <li>• Confident leadership</li> <li>• Strong attention to detail</li> <li>• Embracing projects with positive attitude, and healthy approach to problem solving while exhibiting a servant leadership demeanor</li> </ul>
Technological Competencies	<ul style="list-style-type: none"> <li>• Technologically literate – comfortable learning new programs with guidance</li> <li>• Experience with CRMs is a plus.</li> <li>• Experience in Adobe InDesign is a plus. Willingness to learn the program a requirement.</li> </ul>

**PACKAGE** Competitive Salary  
 Medical, Dental, and Vision  
 Benefits 401k

**TO APPLY** Send an email to [Kyndal@theceoforum.org](mailto:Kyndal@theceoforum.org) and include the following:

- Cover letter (PDF) that tells a bit about who you are and why you would be great fit
- Resume (PDF)