

Anthroposophical Society in America (US)

Director of Programs

Job Description

The Director of Programs is responsible for nurturing the social fabric of the Anthroposophical Society in America (ASA). In addition to working with individual members and groups and branches, this position brings anthroposophy in connection with the broader society. The Director is a member of the Leadership Team and reports to the General Council. It is a full-time, exempt position.

Responsibilities:

- Designs and develops a variety of programs that support ASA members in their personal development and understanding of anthroposophy
- Furthers the mission of the ASA and increases awareness of anthroposophy in the U.S.
- Stewards organizational image / brand management along with others
- Creates and curates content for webinars, in-person events and podcast
 - Produces podcast
- Develops and stewards regional relationships
- Provides volunteer recruitment, support, and coordination related to program activities
- Works with the General Council for overall direction and program committees for advice and support
- Develops the Annual General Meetings and annual conferences, as well as other national events, in collaboration with Regional Councils and others
- Nurtures and stewards the national (and international) online community
- Works with others to invite and welcome new members
- Partners with initiative takers where the activity may be of regional or national significance to the ASA
- Develops and manages program timelines
- Develops comprehensive program budget
 - Maintains healthy program revenue
 - Tracks individual event financials ensuring an overall positive budget impact
- Works with Development Director to create program-related grant proposals and fundraising activities
- Coordinates organizational communications with other Leadership Team members
- Represents the ASA as a member of the Council of Anthroposophical Organizations
- Facilitates small and large group meetings

Qualifications:

- Minimum of 5 years of experience in anthroposophically-inspired (or related) program creation and implementation
- Bachelor's degree preferred but will consider equivalent experience
- Enthusiasm and vision regarding the possibilities for anthroposophy in the world
- Active membership in the ASA, membership in the School for Spiritual Science preferred
- Openness to new forms to meet the needs of our times and engage as many people as possible
- Leadership ability, innovator, takes initiative, cultivates relationships, techno-savvy, welcoming energy, creative "people-person"
- Team player, willing to communicate, help to develop and participate in supportive and functional systems
- Able to generate and interview people for podcasts, webinars, etc.
- Effective written and verbal communication skills
- Ability to speak and present effectively in a variety of situations
- Openness to new forms to meet the needs of our times and engage as many people as possible
- Proven management and leadership capabilities, ability to take initiative
- Willingness and ability to work as a member of a collaborative leadership team
- Willingness to participate in professional development
- Experience with and ability to use modern technologies to implement a variety of programs
- Willingness to travel for work, including weekends and evenings as needed
- Positive, "can-do" attitude
- Attentive to detail
- Superior interpersonal and listening skills
- Ability to see the big picture, prioritize among multiple tasks, and meet deadlines