

The Mountains are Calling and I must Go.

John Muir

EXECUTIVE DIRECTOR OPENING

The Opportunity

Spirit Mountain Retreat (SMR) is recruiting a full-time, in-residence Executive Director to expand our programs and presence in Southern California.

SMR is located in Idyllwild, California, an idyllic mountain community in close proximity to San Diego, Los Angeles and Palm Springs.

We seek a person of vision and creativity, knowledge and appreciation of diverse spiritual and cultural traditions, respect for each person's spiritual journey and experience in counseling and spiritual direction. We seek someone who can create an atmosphere of welcome and hospitality and cultivate relationships of support and trust with the guests who come for retreat and with members of the larger Idyllwild community.

The Executive Director will possess a unique set of skills, knowledge and spiritual practice required to meet current operational and leadership responsibilities and to steer the future growth. The Executive Director will execute our mission to "create a space for individuals to enter into quiet reflection, awaken to their inner story and attune to their life energy."

This position offers a benefit package of \$51,388 that includes housing and living expenses. We believe that the special character of Idyllwild offers a major incentive to candidates who desire to live and work in one of the most peaceful, warm and contemplative locations in Southern California.

The Vision

As we awaken to the power of who we are, we come to see that our personal story is connected to a larger story, a Planetary Story, a Universe Story. As we embrace and live in the larger story, we find our place within it and become open to the feelings of compassion, justice and peacemaking. We become One with Divine Consciousness.

The Retreat

We are a small retreat center, situated in the beautiful mountain community of Idyllwild, California, within the San Bernardino National Forest and San Jacinto Mountains. Idyllwild is home to around 3500 residents and draws visitors from Palm Springs, San Diego and Los Angeles areas who come for quiet, hiking and to enjoy the mountain air. It is also home to Idyllwild Arts Academy and to many musicians and artists. The Center has been in existence as a non-profit 501(c)3 since 1985 as Colombiere Retreat Center and presently as Spirit Mountain Retreat since January, 2005.

The Facilities

We are open year round, welcoming individuals for their own private retreat time, small group retreats, month sabbaticals, retreat/program offerings, and counseling/spiritual guidance. Situated on two-thirds of an acre, the facility comprises: *Main House* with two bedrooms, meditation room, living space with a fireplace, common kitchen and a small office; *Hill House* with a private bedroom and bath adjoining a large sitting room, which is also used for programs and meetings. This space looks out over the *Contemplative Garden*, which offers guests the opportunity to enjoy solitude and communion under the Ponderosa pines; and *Hildegard's Hermitage*, a small apartment with separate entrance, bedroom and bath upstairs, a sitting room on the first floor and a small private deck. This apartment is available for 30-day sabbaticals and for extended private retreats. Also adjoining the *Main House* is a second small apartment with separate entrance, bedroom and bath upstairs and sitting room downstairs that serves as the *Director's Residence*.

Responsibilities Include~

- Planning and executing retreat programs, workshops and events consistent with the Vision and Mission of Spirit Mountain Retreat
- Overall responsibility for the administration, operation and programming of the facility
- Facilitating marketing efforts, including public relations, advertising, and on-going development of Spirit Mountain Retreat
- Working with the Board of Directors to procure grants

In June of 2013 Esther Kennedy, having completed two years as co-director and eight years as Executive Director of Spirit Mountain Retreat, will retire from her position.

The Board of Directors has begun their search for an Executive Director. We ask you to consider if you or someone you know may be *just the person* to guide Spirit Mountain Retreat into this new time of promise and possibility.

We ask you to hold this intention in your mind and heart.

Blessings and Peace

Trischa Clark
President of the Board
Visit: www.spiritmountainretreat.org

To Apply~

A complete application consists of a letter of intent, a curriculum vita and three letters of recommendation. Applications accepted through December 2012.

Send completed application to:

Spirit Mountain Retreat

Attn: Trischa Clark, SMR Board President

P.O. Box 676

Idyllwild, CA 92549-0676 or email application to: admin@spiritmountainretreat.org (pdf file preferred)

Spirit Mountain Retreat

Executive Director

Job Description

Overview of principal duties and responsibilities

Hospitality

The daily operation of the Center is directed to provide a welcoming environment for each person coming for retreat. Each guest is greeted upon arrival and provided an orientation to our facilities and programs. We assist them in creating their time of retreat or sabbatical as needed and requested. For overnight guests and program presenters, we prepare billing statements, collect fees and provide evaluation forms. In addition, shopping and meal preparation may be required. Coordination of transportation for out of town guests may also be necessary.

Programming and Marketing

Program and Marketing of the Retreat's facility and activities is a primary objective for the Executive Director. She/he plans, develops and manages current and future program offerings in alignment with our vision and mission. This includes inviting presenters and negotiating stipends and associated program requirements.

The Executive Director is responsible for creating program descriptions, e-mail communication and calendar updates. She/he works closely with Website personnel regarding website content and with the individual hired to design fliers, ads and to keep Spirit Mountain Retreat's Face book page current and informative. In addition, we place a high value on our relationships with our local community and the Executive Director takes a lead role in this area.

Financial and Board

The Executive Director works closely with the Administrative Assistant/Bookkeeper to ensure financial records are accurate and complete; that utilization reports for individual retreats, programs and group experiences are up to date; that payroll, 990s, 1099's and other tax reports for the IRS are handled in a timely manner. The Executive Director also works closely with the Board of Directors in short and long-term planning and direction including spring and autumn fundraising campaigns, general fund raising and grant writing.

General Management/Supervision

The Executive Director hires, supervises, and evaluates staff, including our part-time Administrative Assistant/Bookkeeper. In addition she/he oversees maintenance and upkeep of building and grounds. She/he also takes primary responsibility for recruitment and supervision of volunteers, and seeing that records of volunteer hours and in-kind contributions are kept.

REQUIREMENTS

Education

- Masters degree (preferred) with a background in administration, counseling and/or spiritual direction, meditation, spirituality/theology with an inclusive perspective

Experience, Knowledge, Skills and Abilities

- Significant managerial experience in an administrative position
- Strong interpersonal, communication and decision-making skills
- Creativity in retreat and program planning
- Lead and present various programs
- Counseling and/or spiritual direction, meditation practice
- Working knowledge of major trends in spirituality, mindfulness practice, cosmology and the evolutionary story of the Universe
- Collaborative leadership style with ability to maintain good relationships with the Board of Directors and others
- Strong written and oral communication skills

Physical

- Due to our rustic mountain setting the ability to walk on uneven ground and steps, tend wood stove, and perform tasks of lifting, pushing is necessary.
- Being sighted and capable of hearing is also necessary

Working Conditions

- The position is full-time and requires flexibility in scheduling since the presence of the Director is essential to the overall operation of the Center

Accountability

- Accountable to the Board of Directors of Spirit Mountain Retreat

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