

BEN LOMOND QUAKER CENTER
DIRECTOR
JOB DESCRIPTION

The Director leads a vital, spirit-led organization, which speaks to the spiritual condition of Friends and others. Under the direction of the board of trustees of the Ben Lomond Quaker Center Association, and in conjunction with its committees, the Director is responsible for accomplishing the Center's mission "to nurture the spiritual growth and faithfulness of Friends and others" (from 2011 mission statement). Ben Lomond Quaker Center also makes its facilities available to other groups whose activities are compatible with Quaker values. The Director is responsible for operating Quaker Center as a fiscally sound non-profit organization that bears witness to Friends testimonies while guided by the Center's mission. The necessary skills and responsibilities of the Director include the following:

Qualifications

- Active in the Religious Society of Friends with experience in leadership roles
- Demonstration of commitment to Quaker values including: integrity, simplicity, peace, equality, community, and caring for the earth
- Spiritual alignment with Friends values, beliefs, and decision-making practices
- Broad familiarity with Quaker organizations and structures

Accountability to the Board of Trustees

- Attend quarterly board meetings
- Prepare routine and special reports as necessary
- Inform board committees of concerns and recommendations
- Implement policies set forth by the board
- Work with the Board to implement a comprehensive fundraising strategy
- Represent Quaker Center at Quaker gatherings and to the general public

Staff Management

- Recruit, hire, coach, and, if necessary, take disciplinary action including termination of employment of Quaker Center staff in accordance with the law and policies.
- Support and supervise all staff members (currently includes a Program coordinator, Office Coordinator, Housekeeper, Maintenance Tech and Maintenance Assistant)
- Assume the functions of other staff in their absence or when additional support is needed
- Establish and oversee performance standards and work safety standards for property management, preventive maintenance, housekeeping and other staff functions
- Administer personnel benefits and payroll
- Give pertinent and timely employee feedback including annual performance evaluations
- Ensure that all staff have access to the Employee Handbook and inform the Personnel Committee when updates are needed.

Program Management

- Identify themes/topics/issues for programs that speak to members of the Religious Society of Friends
- Identify prospective program facilitators
- Develop a balanced annual schedule of about 12 or 13 weekend or 5-day programs
- Offer spiritual, programmatic, and logistical support for program facilitators
- Provide for administrative support for programs (correspondence, create program flyers,

manage registration, supplies, cooks, etc.)

- Special program responsibilities include:
 - Working with the Maintenance Technician to create, lead and staff the annual, five-day Family Work Camp.
 - Ensuring the continuation and vitality of youth programs at Quaker Center
 - Overseeing the development and staffing of outreach programs such as "Quaker Center on the Road" and the "Quaker Centering Consultation"

Public Relations

- Encourage participation in and support of BLQC programs among Friends through publicity, personal visits, and written correspondence
- Keep monthly meetings in the west informed of Quaker Center events and initiatives
- Accommodate special needs of program participants and ensure they are all welcomed warmly
- Attend Pacific Yearly Meeting and College Park Quarterly Meeting gatherings to connect with Friends in the wider community
- Visit monthly meetings to nurture connection with BLQC

Administrative and Financial Management

- Develop and administer annual budget in coordination with Finance Committee
- Ensure BLQC is in compliance with all laws including payroll and taxes
- Work with the Development Committee to personalize annual and special project funding appeal letters to donors
- Oversee development of printed and web-based materials and correspondence
- Oversee maintenance of necessary databases (especially mailing and fundraising data) and upgrades to ensure our capabilities
- Oversee compliance with necessary government regulations
- Ensure and oversee effective relationships are maintained with insurance, bookkeeping and other outside services
- Ensure staff has all necessary certifications and are updated as needed
- Have valid driver's licenses and safe driving record

The Director lives on site and fills a residential, "on-call" position, which requires that hours are not restricted to any scheduled time. All staff must be able to traverse the many hills between buildings to ensure that guests' needs are addressed. The Director must be able to effectively and diplomatically handle a variety of unpredictable situations and temperaments. The Director must be adept at communicating clearly and compassionately with people whether one on one, in a small group, or a large group setting. Above all, the Director must be able to remain calm and make good decisions in difficult situations.