

Ben Lomond Quaker Center

March 2022

POSITION: Director

REPORTS TO: Board of Trustees

SUPERVISES: All Quaker Center Staff

The Director of the Ben Lomond Quaker Center (BLQC) is responsible for the day to day leadership of 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 the 2011 mission statement). 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.

WORKING ENVIRONMENT:

Quaker Center is a study, retreat and conference center situated on 80 acres of redwood forest in the San Lorenzo Valley, Ben Lomond, CA. The Center operates as a retreat center for individuals; Quaker Center sponsored programs, and as a rental facility for other groups whose activities are compatible with Quaker values.

All full-time employees are required to live on site and fill a residential "on-call" position which requires that hours are not restricted to a particular scheduled time. It is expected that the Director will work full time (40 hours per week) and that in coordination with other on-site staff should be able to schedule two days off per week, however, not generally on weekend days or when Quaker Center programs are in session. This is an exempt position.

DIRECTOR DUTIES AND RESPONSIBILITIES:

Accountability to the Board of Trustees

- Attend quarterly board meetings and special meetings as assigned
- Prepare routine and special reports as necessary
- Implement policies set forth by the board
- Participate in and support Board committees as assigned
- Take leadership role in annual fundraising strategy, program and activities
- Represent Quaker Center at Quaker gatherings and to the general public

Program Management

- Develop a balanced annual schedule of at least 12 weekend or 5-day programs, both in-person and online
- Identify themes/topics/issues/facilitators for programs that speak to members of the Religious Society of Friends in collaboration with Quaker Center Board's Program Committee
- Special programs – develop and coordinate with staff/facilitators as approved, i.e. annual Family Work Camp in coordination with the Quaker Center Maintenance Technician, Quaker youth programs/camp
- Provide administrative and logistical support for programs and facilitators

- Act as greeter and host for Quaker Center programs
- Maintain registration information for Quaker Center programs
- Provide administrative, programmatic and logistical support for programs (correspondence, create program flyers, manage registration, supplies, cooks, etc.)
- Oversee the development and staffing of outreach programs such as, Quaker Center on the Road

Administrative and Financial Management

- Develop and administer annual budget in coordination with Finance Committee
- Manage day-to-day finances: pay bills, receive and deposit payments, handle payroll, keep books and produce reports with support of bookkeeper.
- Ensure Quaker Center is in compliance with all laws including payroll and taxes
- Oversee maintenance of necessary databases (especially mailing and fundraising data) and upgrades to ensure our capabilities
- Oversee and ensure effective relationships are maintained with insurance, bookkeeping and other outside services
- Ensure staff has all necessary certifications and are updated as needed

Staff Management

- Recruit, hire and coach and if necessary, take disciplinary action including termination of employment of Quaker Center staff in accordance with California and federal law and Quaker Center policies
- Support and supervise all staff members, including giving timely feedback and annual performance evaluations
- Administer personnel benefits and payroll
- Establish and oversee performance standards and work safety standards for property management, preventive maintenance, housekeeping and other staff functions
- Ensure that all staff have access to the Employee Handbook and inform the Personnel Committee when updates are needed
- Meet with Personnel Committee monthly

Public Relations

- Encourage participation in and support of BLQC and its programs among Friends through publicity, personal visits and written correspondence to monthly meetings in the western region, Pacific Yearly Meeting, College Park Quarterly Meeting, North Pacific Yearly Meeting and Friends in the wider community.
- Attend Pacific Yearly Meeting (PYM) and College Park Quarterly Meeting (CPQM) gatherings to connect with Friends in the wider community

Qualifications

- Experience and spiritual alignment with Quaker values, beliefs, and decision-making practices
- Demonstrated commitment to Quaker testimonies including: integrity, simplicity, peace, equality, unity, stewardship of the earth, and community
- Effective written and verbal communication skills
- Strong computer skills related to office management (Microsoft suite), content management, website editing (Word Press), social media platforms (FB and Instagram), financial databases (Quick Books), Google's work apps, and the willingness to learn what is required to perform tasks.
- A valid driver's license and a good driving record.

Desired Qualifications

- Demonstrated leadership skills, including cooperative problem-solving aptitude and sound judgment in decision-making
- The ability to successfully advance multiple projects simultaneously
- Strong presentation skills

Expectations of All Quaker Center Employees

- A highly welcoming attitude and willingness to provide hospitality for visitors to Quaker Center. Openness to a wide range of spiritual beliefs and experiences, cultural backgrounds and practices and differences (of all kinds).
- Appreciation of the role of Quakerism in the mission of Quaker Center as stated in the mission statement.
- Willingness to pitch in and help out with all aspects of running and maintaining a retreat center in a Redwood forest.
- **Quaker Center Employees are required to be fully vaccinated and boosted against Covid-19.**

Physical Requirements

- Ability to walk up to a mile over uneven terrain, and steep hills
- Load and unload supplies from vehicles and move to storage/use sites

Compensation and Benefits:

- \$35,000.00 yearly salary plus:
- On-site housing and utilities
- 15 Paid time off (PTO) days per year and 9 paid holidays per year
- 3% matching funds for retirement or health care
- Miscellaneous household supplies that Quaker Center buys in bulk (paper and cleaning products)
- Complimentary participation in Quaker Center programs, including meals
- 5 nights guest use of one of the Quaker Center sojourner spaces each year
- Use of Quaker Center facilities and equipment when not needed for Quaker Center business

Nondiscrimination Policy: Applicants will be considered without reference to age, gender, sexual orientation, race or religion.