

The Board of Directors is seeking our next Shadowcliff Executive Director

Do you feel called to steward an inspiring non-profit mountain sanctuary and retreat center with a 65-year history in Grand Lake, Colorado? Are you motivated by meaningful collaborations and community-cultivating spaces? Do you feel excited by the opportunity to work with an engaged board of directors to implement a new strategic plan? The Shadowcliff Board of Directors is seeking a visionary Executive Director who will mobilize the many assets of our community into the next chapter of our story...

Title: Executive Director, Shadowcliff Mountain Lodge

Reports to: Shadowcliff Board of Directors

Directly Supervises: Year-round part-time Administration Manager, Year-round part-time Events & Activities Manager, and Seasonal Operations Manager.

Employment Terms: This is a **salaried, part time position** that is primarily remote, but requires a presence in Grand Lake, CO during key periods of the on-site season, May-September. The number of hours for this position is 20-30 hours/week with high demand during initial onboarding, on-site season opening in May, and season closure in September. Due to the part time nature of this position, benefits such as health/dental/life insurance are not offered at this time.

Compensation: The starting salary is \$30,000/year, with bonus potential based on performance. Room and board is provided when working on site. Couples are welcome to apply, although compensation remains the same.

To Apply: Please email a resume outlining your professional experiences, a 1-page cover letter addressing your alignment with our mission and core values, why you're an ideal candidate, and a list of 3 references (with contact info and their relationship to you) to Board Chair Kelly Yarbrough: prairye.kelly@gmail.com.

The position is open until filled. Apply now for best consideration. Learn more about Shadowcliff online at: www.Shadowcliff.org



A view of Rempel Lodge from the "Laws of Nature" trail. Our Grand Lake campus is steps from Rocky Mountain National Park's North Inlet and Tonahutu trailheads, as well as the Continental Divide Trail.

Shadowcliff's Core Values

Healing We create space for contemplation and healing.

Growth We encourage spiritual, intellectual, and experiential journeys.

Community We nurture deep and meaningful relationships, honoring our interdependence, respecting our differences.

Hospitality We provide a range of programming, a commitment to pluralism/inclusivity and affordable accommodations.

Top priorities for this position include:

- **Leading and manifesting the Shadowcliff vision**
- **Working with the Board of Directors** to implement and maintain a newly adopted strategic plan
- **Ensuring financial sustainability** through deepening donor relationships, strengthening fundraising processes, and identifying new sources of revenue. Experience with Colorado's nonprofit industry is preferred.
- **Overseeing the operations** of Shadowcliff's Grand Lake facilities and staff and managing an annual operating budget of \$300,000.



Shadowcliff's "Compassionate Kitchen" emphasizes healthy, less meat-dependent menus and local sourcing

Annual Timeline of Key Events:

- May 1** - Start of Fiscal Year, Start of on-site facilities projects
- May 25-31** - Volunteer Weekend, on-site Board of Directors Retreat, First day of on-site season
- August** - Begin annual budget preparations for next FY
- September 25-30** - On-site closing procedures
- October/November** - Off-site Board of Directors Retreat
- December** - Finalize annual budget
- February/March** - Seasonal staff hiring, possible virtual board retreat, start prep for any major facilities projects in May

****Monthly** - The Board of Directors meets virtually on the last Monday of each month at 4pmMST

Essential Duties (Expanded by Top Priorities):

Leading & Manifesting the Shadowcliff Vision

- Model and embrace Shadowcliff's mission, vision & core values
- Be the face of Shadowcliff to an existing large, diverse, international volunteer base
- Work with the board, staff and volunteers to enact the core values throughout the organization
- Be familiar with the history of Shadowcliff, its founders, and its stories
- Uphold the Rempel restrictive covenant that applies to Rempel Lodge, the Chapel and the Point facilities.

Working with the Board of Directors

- Track and oversee the completion of Shadowcliff's transition to being a standalone nonprofit (previously the organization's charter was held by an umbrella nonprofit)
- Communicate and collaborate with the board chair to strengthen board capacity
- Measure and report progress to the Board on a monthly basis by attending the monthly full board meeting (virtual), the board's Executive Committee as needed, and board retreats (2-3 per year). See Annual Timeline for details.
- Collaborate with the board to maintain and adjust the strategic plan as new opportunities arise.
- Cultivate relationships with stakeholders within the context of Shadowcliff's mission, vision and values, and guidance from the strategic plan. This includes Grand County neighbors, potential new audiences, funders, donors and potential partner collaborators.

Ensuring Financial Sustainability

- Work with the Board's Treasurer/Finance Committee, Admin Manager and CPA partners to project monthly cash flow and forecast next year's annual budget.
- Work with the Board's Fund Development Committee to assess and expand funding strategies beyond operational revenue such as fundraising, grant writing, corporate sponsorships, and more.
- Engage with donors and fundraising efforts through current initiatives such as the Annual Campaign, Legacy Giving, major gifts, recurring giving, and special campaigns.
- Assess and/or update current fundraising systems and tools to better serve future needs.
- Work with the Board Chair to elevate the culture of fundraising on the Board.

Overseeing Operations

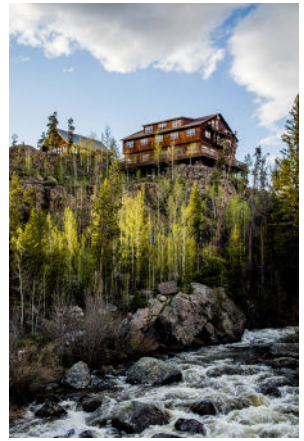
- Oversee the annual operating budget of \$300,000
- Ensure that on site conditions and culture align with Shadowcliff mission, vision and values through proper hiring, training, and accountability of staff.
- Hire and supervise the On-site Operations Manager for 2023 season.
- Supervise and work in close partnership with the Events & Activities Manager and the remote Administrative Manager.
- Ensure continued occupancy on site throughout the May-September season with special attention to enhancing occupancy in June and September.
- Manage and implement marketing & communications strategies, with support from the Events & Activities Manager and Offerings Committee
- While not required to work or live on-site at Shadowcliff, ED should be prepared to make visits during the season and as need arises, including the overseeing of opening and closing facilities as well as a 1-week period between May and September when the ED will cover for the Operations Manager onsite so that the Operations Manager may have a week off during the summer season. (a total of approximately 5 weeks on site)

Required Qualifications:

- Support for Shadowcliff's mission and values
- Fundraising success -- with individuals, groups, organizations, and grants
- Experience with contemporary small nonprofit fundraising strategies and tools
- Experience in communicating/liasing with a board of directors in a variety of situations
- Experience supervising employees and coaching employees toward achieving organizational goals
- Relationship- and network-building capability
- Expertise in identifying needs and creating new opportunities
- Communication skills: written, verbal and public speaking
- Collaborative leadership record among individuals and organizations
- Ability to work in conjunction with the Treasurer and Finance Committee to prepare annual budgets, financial reports and cash-flow projections.
- Experience working in a nonprofit (preferably a small nonprofit)

Preferred qualifications:

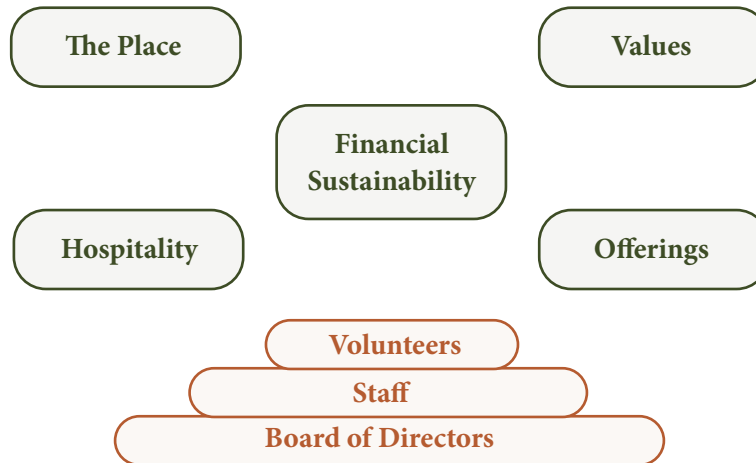
- Experience in managing the financial integrity of a non-profit organization, including preparing annual budgets, financial reporting, projecting cash flow.
- Familiarity with Colorado nonprofit industry
- Effective in accomplishing substantial tasks with volunteers
- Appreciative of spiritual dialogue and growth
- Ability to work both operationally (carrying out Shadowcliff's mission) and strategically (shaping and planning for the future of Shadowcliff)
- Knowledge of contemporary marketing & communications strategies and tools
- Willing to make a long-term commitment to this leadership position (3 years) after an initial trial period



Shadowcliff is a mountain sanctuary that holds space for individual and collective transformation.

Strategic Plan & Priority Areas

Throughout 2022, the Board's strategic planning committee has been working with a professional consultant to conduct interviews, gather data, and name priorities for the next three years that will solidify foundational processes and start to define the next generation of Shadowcliff offerings. Each priority area has individual goals and objectives with assigned committees and/or staff members as well as deadlines. Pending adoption by the board, the strategic plan will be an essential tool for the ED and the Board to work together on implementing and updating over time.



Onboarding

First 30 Days...

- Complete necessary legal and bank paperwork and assume essential basic functions such as bill pay and supervision of managers
- Gain familiarity with financial statements & processes, current income sources, and opportunities for growth
- Meet the Board of Directors, learn about current Board committees, projects, and strategic plan
- Meet the Programs Manager and become acquainted with current and future programming
- Meet the Administrative Manager and become acquainted with their work
- Start the hiring process for the Operations Manager for the 2023 season
- Become acquainted with Shadowcliff's history, mission, vision, and values

First Six Months...

- Finalize hiring of the Operations Manager for the 2023 season
- Supervise the Administrative Manager in hiring/confirming seasonal staff for the 2023 season
- Gain familiarity with current fundraising initiatives and tools, work with the Fund Development Committee to ensure success of current goals, and deepen results, where possible.
- Oversee the opening of Shadowcliff for the 2023 season, including working with the Facilities Committee on preparations for construction projects, recruitment of volunteers, and any necessary health and safety protocols (ex: COVID guidelines).
- Meet Shadowcliff stakeholders: volunteers, donors, group leaders, Grand County partners, and begin building relationships.
- Attend monthly virtual Board meetings and be an active participant in the Memorial Day weekend Board Retreat at Shadowcliff
- Be an active participant, in partnership with the Board, in implementing initiatives named in Shadowcliff's strategic plan.