

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 an almost 70-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 grow a community of donors for an artist residency in a small mountain town with a big heart for the arts? 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 Administrative Manager, Residency Manager, and General Manager

Employment Terms: This is a **salaried, full-time position**. The average number of hours for this position is 30 hours/week with significant variability throughout the year. High responsiveness is critical during on-site months of May-September and additionally during on-boarding.

Applicants may be subject to background screening.

Compensation: The starting salary is \$60,000/year, with potential to grow based on performance and the success of the 5-year fundraising goal established by the Board of Directors. Co-director teams are welcome to apply, although compensation remains the same. Room and board is provided when working on-site.

To Apply: Please email a resume outlining your professional experience, a one-page cover letter addressing your alignment with our mission and core values and why you're an ideal candidate, and a list of three professional references to Kelly Yarbrough, member of the ED Search Committee, at prairy.kelly@gmail.com. In the reference list, please include each reference's full name, email address, and their professional relationship to you.

The position will remain open until filled. Apply by August 5, 2025 for best consideration.

Learn more about Shadowcliff by visiting 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 plural-ism/inclusivity and affordable accommodations.

Top priorities for this position include:

- **Leading and keeping the Shadowcliff vision**, and increasing Shadowcliff's visibility as a values-centered destination
- **Ensuring financial sustainability**, especially through the completion of a 5-year fundraising campaign for a new artist residency program, through deepening donor relationships, strengthening fundraising processes, and identifying new sources of revenue
- **Support the General Manager** in overseeing Shadowcliff's facilities and on-site operations, and work together close to manage an annual operating budget of \$350,000
- **Working with the Board of Directors** to implement and update the strategic plan



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

Timeline of Key Annual Events:

- **February/March** - Finalize annual budget
- **May 1** - Start of Fiscal Year, start of on-site opening projects
- **Memorial Day Weekend**- Volunteer Weekend, on-site Board of Directors Retreat, first day of on-site season
- **End of September** - On-site closing
- **October/November** - Off-site Board of Directors Retreat, annual giving campaign, begin annual budget preparations for next fiscal year

****Monthly** - The Board of Directors meets virtually on the last Monday of each month from 4:00-5:30 pm MT

Essential Duties (Expanded by Top Priorities):

Leading & Keeping the Shadowcliff Vision

- Be the face of Shadowcliff to an existing large, diverse, international base
- 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

Development and Fundraising to Ensure Financial Sustainability

- Work with the Residency Manager to build connections in the community of Grand Lake and grow the donor base to fulfill the 5-year fundraising campaign and establish a long-term sustainable fundraising strategy
- Work with the Board's Treasurer and Finance Committee 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
- Support the Board in coordinating Annual Campaign communications and tracking progress of campaigns
- Assess, maintain 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
- Assess and deepen current donor relationships: donor acknowledgments, engage with major donors, revisit Legacy Giving program

Executive Support of Operations

- Work with the General Manager and Board Treasurer/Finance Committee to prepare and monitor an annual operating budget of ~\$350,000
- Manage and implement marketing and communications strategies with the support of staff
- Supervise and work in close partnership with the General, Residency, and Administrative Managers
- Be on-site for Volunteer Weekend and Board Retreat at the end of May, and as needed for the remainder of the June-September season
- Work with the General Manager to maintain a robust group calendar throughout the operating season (generally understood to be 15-20 groups): Maintain good relationships with returning group leaders, and actively seek out new mission-aligned groups to book at Shadowcliff
- Work with the General Manager and Grand Lake Chamber of Commerce/Grand County Economic Development to ensure Shadowcliff is visible and understood as a lodging option for individual bookings in Grand Lake

Working with the Board of Directors

- Collaborate with the Board Chair in all Board activity to strengthen Board capacity
- Measure and report progress to the Board on a monthly basis by attending the monthly full Board meeting (virtual), committee meetings as needed, and Board retreats (2 per year). The May retreat happens on site at Shadowcliff, coinciding with Volunteer Weekend/Memorial Day weekend, and the fall retreat happens in October or November in a location determined by the Board.
- 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.

Required Qualifications:

- An individual who embraces Shadowcliff's mission and values
- Experience in communicating/liasing with a Board of Directors in a variety of situations
- Experience supervising employees and coaching employees toward achieving organizational goals
- Strong relationship- and network-building capability
- Fundraising success with individuals, groups, organizations, and grants
- Strong communication skills: written, verbal, and public speaking
- Collaborative leadership record among individuals and organizations
- Ability to manage the financial integrity of a non-profit organization, including working 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)
- Ability to work both operationally (carrying out Shadowcliff's mission) and strategically (shaping and planning for the future of Shadowcliff)
- Proficiency in using web-based programs and tools such as Google Drive, WordPress, Keela, etc.

Preferred Qualifications:

- Experience with the Colorado nonprofit industry
- Familiarity in working with professional artists, artist residency models, and/or arts organizations
- At least 3-5 years of experience in organizational leadership
- Effective in accomplishing substantial tasks with volunteers
- Appreciative of spiritual dialogue and growth
- Willing to make a long-term commitment to this leadership position (3-5 years)
- Experience in website management, email marketing and social media

Location Requirements:

There is a high preference for the ED to live within the Town of Grand Lake/Grand County, or within 3 hours as it is expected the ED will be present building relationships in Grand Lake at key times throughout the year and should be prepared to make visits during the season as need arises. It is presumed the ED will be on-site during Volunteer Weekend (Memorial Day weekend), and up to a week during the summer season to allow the General Manager time off. When on-site, the ED will have room and board provided at Shadowcliff. Up to \$2,500 for travel and professional development can be reimbursed per year.



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