

## **WORLD FELLOWSHIP CENTER EXECUTIVE DIRECTOR**

World Fellowship is a non-profit, intergenerational peace and social justice camp and conference center founded in 1941 in the White Mountains of New Hampshire. Our mission is to promote social justice and connections among people, communities, and nature through education, dialogue, recreation, and creative expression.

### **Executive Director Position**

We are looking for a self-motivated transformational leader and dynamic manager who thrives on meeting challenges and who will promote the values and mission of World Fellowship.

Candidates for Co-Directors are encouraged to apply.

The World Fellowship Director (or Co-Director team) is responsible for all programs, staff, and finances of the World Fellowship Center in collaboration with other senior staff and the Board of Trustees. This includes outreach to guests, guest services, recruitment and hiring of staff, fundraising, financial management, supervision of personnel, oversight of buildings and grounds, and program development. Visitors to World Fellowship range from individuals to friend and family groups to organizational retreats. The Director (or Co-Directors) must have a demonstrated commitment to social justice and environmental stewardship as well as a passion for hospitality and desire to make rest and rejuvenation accessible to all in the context of lively discussion and scheduled educational, cultural, and recreational programs. The Director reports to the Board of Trustees.

This is a year-round job. Ideally the Director(s) will live on site year-round, but must commit to living at World Fellowship at a minimum from the beginning of May through the end of October.

The application deadline is September 30, 2022. The start date is flexible.

### **Duties and Responsibilities**

- Develop and implement a strategic vision, development strategies, and evaluation protocols in conjunction with the Board of Trustees
- Plan intergenerational summer educational, cultural, and recreational programs
- Oversee year-round management and upkeep of buildings and grounds. Direct the operations of the 455-acre facility with access to Whitton Pond for swimming and boating, 6 main buildings, other cabins and staff buildings, campgrounds, flower and vegetable gardens, a large kitchen and dining hall serving 3 meals a day, as well as special events such as weddings and retreats. World Fellowship hosts up to 150 guests at any one time
- Manage financial resources, fundraising and donor relations, accounting, and record keeping and reporting

- Recruit, hire, orient, train, and supervise several year-round staff and 30-35 on-site seasonal staff and volunteers; plan staff development with a view toward retention; assign, direct, and evaluate work assignments; address staff complaints and resolve problems; and oversee employment and payroll administration
- Handle relations with contractors and suppliers
- Manage outreach, publicity, and media relations
- Support the Board of Trustees, including attending Board meetings and providing staff support to the Board and its committees
- Oversee emergency and public health preparedness, education, and response, ensuring compliance with all insurance and legal requirements
- Maintain relationships with members of the World Fellowship community throughout the year
- Sustain and build upon connections with individuals, groups, and organizations in the surrounding area
- Engage in occasional travel as required, especially throughout the northeastern US, for outreach and community building

### **Qualities, Experience, and Skills**

The ideal candidate(s) will possess most of the qualities and skills listed below and will have the ability to hire other leadership team members with complementary qualities and skills.

- Alignment with the social justice mission of the organization and ability to develop and carry out that mission in conjunction with other senior staff and the Board
- Ability to foster a welcoming, nurturing, inclusive, and physically and emotionally safe environment for staff and guests
- Willingness to get hands dirty and share in day-to-day labor with patience and humor
- Excellence in problem solving and multitasking with the ability to work independently as well as in a team
- Excellent written and oral communication skills
- Ability to develop and maintain relationships with diverse groups including the World Fellowship community, local community groups and businesses, and other nonprofit organizations
- Appreciation of World Fellowship history and its role as a retreat/vacation center supporting social change
- Ability to lead an intergenerational, anti-racist, and anti-oppressive community
- Proficiency in non-profit administration and financial management
- Experience with personnel management including recruitment, hiring, training, and supervision
- Strong fiscal stewardship and fundraising skills
- Marketing, outreach, and public relations experience
- Ability to track and meet multiple deadlines, both internal and external.

- Understanding of social inequalities, grasp of the history of social movements, and a commitment to preserving the legacy of US and international social justice movements through summer programming and collaboration with activist groups in the local area, New England, New York City, and elsewhere
- Proficiency with various and changing digital tools
- Experience in menu planning and meal preparation for large groups

### **Compensation and Benefits**

This is a salaried position commensurate with experience. The salary range is \$70,000-\$80,000 annually. Benefits include health coverage, a retirement plan after one year, paid vacation and holidays, flexible schedule during much of the year, room and board on site during the summer months. Year-round housing negotiable.

### **Application Details**

Please send a cover letter, resume, and names of three references with contact information via email to [directorsearch@worldfellowship.org](mailto:directorsearch@worldfellowship.org). The application deadline is September 30, 2022.

**Please Note:** It is the policy of World Fellowship to provide **equal employment opportunity** to all persons in order to recruit, hire, train, and promote qualified candidates on the basis of individual merit and without regard to race, religion, pregnancy, sexual orientation, gender expression/identity, national or ethnic origin, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

### **For More Information about World Fellowship Center**

- Website: [worldfellowship.org](http://worldfellowship.org)
- Address: 368 Drake Hill Rd., Albany, NH 03818
- Mailing address: PO Box 2280, Conway, NH 03818
- Phone: (603) 447-2280