

# Kirkridge Retreat and Study Center Seeks New Executive Director

## The Position:

- Full-time, in residence Executive Director
- Located in Appalachian Mountains of Northeast Pennsylvania
- Application deadline: March 15, 2022
- Employment start date: July 1, 2022

## The Mission of Kirkridge

*Kirkridge is a place to be, and to become,  
a people of hope,  
compassion, justice, and service.*

Since 1942, Kirkridge Retreat and Study Center has provided a place for rest and renewal , offering programs in spirituality, social justice, personal growth, healing, and reflection. We are located on the beautiful Kittatinny Ridge of Appalachian Mountains in Northeast Pennsylvania, overlooking the Delaware Valley where our retreats, our hospitality, our gorgeous vistas, and our sacred grounds have nourished countless lives.

From our founding over 75 years ago, we have been deeply rooted in the spirit of place, community, social justice and transformational hospitality. During the COVID-19 pandemic, we have embraced a growing community through vibrant online programming aligned with our mission.

We are looking for new leadership who will help us nurture the ground on which we stand and who will guide a widening and diverse community seeking a just, inclusive, and sustainable future.

## The Opportunity

Kirkridge Retreat and Study Center is seeking a new Executive Director who will live at Kirkridge while guiding and growing our community and programs online and on the land.

We are looking for someone aligned with our founding mission and values who will have the vision, energy and experience to lead us, as a community, into a new era.

## **Kirkridge's Strengths and Gifts**

Kirkridge is located on 217 acres of land (including 107 acres protected by permanent land easement through The Nature Conservancy.) This is the ancestral land of the Lenni Lenape people. We have four living spaces and a beautifully situated home for the Executive Director and family. We can host approximately 100 people on campus in double occupancy rooms in four separate meeting/dining and housing locations that range from the westward facing Nelson Lodge at the top of the mountain, to Turning Point facing the rising sun, to the historic Farmhouse located at the lower level. We have hiking paths throughout the property and are located along the Appalachian Trail.

We have a diverse Board of Directors who are involved in the governance of Kirkridge and whose volunteer work amplifies the strengths of our small and dedicated staff. With our growing online community, we have had over three thousand participants and nearly 200 programs in the past two years. We have a faithful community of donors whose contributions, along with program fees and grants, sustain our work.

We include a unique community that is known as the Kirkridge Courage Faculty of over 80 facilitators who meet regularly as a community of practice and facilitate the core of our programming in reflection, healing, writing, the arts and racial and social justice, including the offering of Circles of Trust™ retreats. Kirkridge has long been known as a welcoming and supportive place for LGBTQ+ community and continues vital programming with this community. We also have pioneered a program for adults living with intellectual disabilities. We have expanding partnerships with local community groups and are part of a larger collaboration of retreat centers throughout the United States and Canada. We are strongly supported by previous leaders of Kirkridge.

We strive to truly live into our commitment that *Together, We are Kirkridge*.

## **Leadership Qualities and Experience Kirkridge seeks in an Executive Director**

- Inspired by Kirkridge, our history and our present gifts, and brings a passion to our calling “to be and become a people of hope, compassion, justice and service”
- Strategic imagination and skills to guide our community forward in new ways of living into this mission
- Experience in leading a non-profit organization, community or center with aligned values
- Commitment to collaborative leadership based on deep listening and encouragement of the gifts of others
- A spiritual foundation that combines reflection and inner work with commitment to community, service and social change in the larger world

- A sense of connection to the land, and knowledge to steward a sustainable future
- Dedication to transformative work for justice, equity, diversity and inclusion
- Experience in fundraising with foundations, individuals and partnerships
- An energetic and open approach to the life-changing possibilities of giving and receiving radical hospitality
- Effective communications skills in both writing and speaking, in person and online
- Ability to reach out to and engage new generations, and to adapt to emerging possibilities
- Ability to engage new partners in meaningful participation and support for the spirit of place and community that is Kirkridge

## **Role of the Executive Director**

### ***Leadership and management***

- The Executive Director lives on the property at Kirkridge
- Works with the governing Board of Kirkridge to set the strategic vision for Kirkridge
- Recruits, oversees and works collaboratively with the staff, including the full-time, in-residence Associate Director, and part-time employees and volunteers
- Oversees the stewardship of Kirkridge land, housing and meeting spaces
- Upholds and enlarges the commitment to justice, equity, diversity and inclusion throughout Kirkridge

### ***Budgeting and Fundraising***

- Develops an annual budget for approval by the Board of Directors
- Develops and implements goals and plans for raising funds from individuals, foundations, and partnerships, including capital campaigns and legacy giving
- Manages income and expenditures

### ***Stewardship of Place***

- Oversees the sustainable management and enhancement of Kirkridge land, housing and meeting spaces

### ***Program Development***

- Oversees program development in collaboration with Associate Director (and Kirkridge Faculty)
- Envisions and engages with emerging and diverse program ideas and leaders and participants
- Leads some signature Kirkridge programs online and on the land

### ***Communications***

- Speaks for Kirkridge as a community and clearly articulates our mission, strengths and offerings to key audiences, including donors and potential partners
- Envisions and oversees new ways of reaching audiences, including through publications and social media

### ***Community Engagement, Partnerships, and Hospitality***

- Engages the increasingly diverse and inclusive Kirkridge community
- Welcomes new participants and partnerships on the land and online

### **Compensation**

- Salary \$68,000
- Housing on-site at Kirkridge
- Health and Pension Benefits

***Please note that applicants must be willing to live at Kirkridge full-time.***

### **How to Apply**

Please submit the following documents to [jobs@kirkridge.org](mailto:jobs@kirkridge.org) no later than March 15, 2022.

- 1) A **resume** including your job experience and significant volunteer involvement
- 2) A **cover letter** addressed to the Chair of the Kirkridge Board telling us why you are interested in becoming Kirkridge's new Executive Director
- 3) A **short reflection** in writing (no more than one page, double spaced) describing an experience you have had in a retreat and what it meant to you