



The Mountain Retreat and Learning Center (MRLC) www.themountainrlc.org is an ecologically-conscious sanctuary nestled on a mountain top at 4,200 feet in the Blue Ridge Mountains in Highlands, North Carolina. For 46 years, The MRLC has served congregations, community groups, businesses, schools, families, and youth, offering dining, lodging, and meeting space facilities across our 112-acre campus spanning 48 buildings, an old-growth forest, hiking trails, expansive vistas, a lake, and a farm.

With a \$1.4M annual budget (plus an active \$3.2M capital campaign and nearly \$1M Endowment Fund), our dedicated staff of ~15 year-round and 25 seasonal, along with dozens of volunteers, host numerous events and workshops, including summer camps, wellness and spiritual retreats, family gatherings, hiking treks, youth conferences, nature immersions, and inspired experiences.

The MRLC was founded on the Unitarian Universalist principles of inclusion, interconnectedness, service, and love, providing the foundation for our mission and vision.

Mission - The Mountain enriches lives, fosters an appreciation of the natural world, honors the interconnectedness of all things, and inspires people to build inclusive, meaningful, sustainable communities throughout their lives.

Vision - An exemplary retreat, camp, and learning center that celebrates Unitarian Universalist principles, inspires people of all ages, transforms lives, and builds a more compassionate world.

Executive Director Overview

The MRLC is searching for our next leader to serve as Executive Director. This is our most important position, responsible for fostering a culture of compassion, growth, and excellence, cultivating staff and volunteers to lead and grow, delivering exceptional guest experiences, and meeting strategic, financial, and operational objectives. The Executive Director is the catalyst for The MRLC to thrive, by emanating passion, integrity, and care, and enabling key elements of our mission to enrich lives, foster appreciation, honor interconnectedness, and inspire.

The Executive Director leads and manages several teams, including Guest Services, Facilities, Finance, Advancement/Development, Many Hands Peace Farm, Youth and Adult Programs, Sales and Marketing, IT, Kitchen, Housekeeping, as well as some external resources such as HR and others from time to time.

The Executive Director reports to the Board of Trustees, who provide governance, fiduciary oversight, strategic vision, and help ensure that the organization achieves its mission effectively.

The Executive Director is expected to consistently exhibit and model exemplary leadership, effective management, empathy, and collaborative communication with staff, volunteers, guests, donors, board members, mountain members, other stakeholders, and the local community.

This is a unique opportunity to lead an organization that is making a positive difference in the world.

Responsibilities

Leader of People

- Cultivate a staff culture of trust, inclusivity, accountability and compassion.
- Mentor, coach, and support staff with positive reinforcement as well as constructive feedback that is nurturing and supportive yet still holds them accountable.
- Recruit, hire, and onboard staff to be effective mission-focused team members.
- Delegate responsibilities and foster skill-building that inspires staff to grow, be self-motivated, and empowered.
- Promote The MRLC to all constituents, building positive relationships with staff, guests, stakeholders, and the local community.

Operations and Program Management

- Oversee daily operations to ensure that each department is progressing toward objectives, interacting with compassion, and fulfilling the mission.
- Work with the operations teams to deliver programs that inspire and grow guest participation, as well as meet revenue goals.
- Work with all teams to facilitate delightful guest experiences, spanning all touchpoints from the website, making a reservation, onsite check-in, accommodations, meals, and programming, through check-out.
- Work with the facilities team to monitor, maintain, and improve the infrastructure, including buildings, grounds, roads, trails, utilities, and communications systems.
- Work with all teams to increase the number of program participants, donors, members, and volunteers to ensure sufficient revenue sources able to meet or exceed revenue requirements.
- Ensure compliance with applicable legal and professional standards.

Financial Oversight

- Work with the finance team to publish accurate, transparent, up-to-date financial reports each month, and present to the board noting causes and mitigation plans for any material budget variances.
- Work with the finance team to prepare the annual budget and present it to the board, including details for operational, capital, and reserve needs, working with the board planning and finance team.
- Support the work of the development team to motivate donors to stay connected and contribute to The MRLC's long term success.
- Meet or exceed revenue and net income goals, ensuring the short-term and long-term viability of The MRLC.
- Mentor all staff in practices for conserving resources, as one way to increase financial strength.
- Support the capital campaign team with the active campaign, to help ensure it meets financial and donor objectives.
- Actively monitor financial and operational risks, and mitigate where necessary and practical.

Strategic Leadership

- Collaborate with the board, staff, and other stakeholders to create and implement The MRLC's strategic plan, guided by the mission and vision, for long term sustainability and growth.
- Ensure the continued evaluation and updating of departmental systems, procedures, and protocols so that supportive documents stay current, up-to-date best practices are in-place, and appropriate technologies are utilized.
- Work collaboratively with the Endowment Board to support its mission and utilize best practices with the Endowment's annual support.

Required Skills and Experience

- 5+ years experience successfully leading, growing, and empowering people.
- Strong interpersonal and relationship-building skills, with a service orientation.
- Excellent written and verbal communication skills, including ability to generate clear and concise reports and recommendations as well as deliver effective presentations.
- Familiarity and experience with non-profits, camps, hospitality, and/or outdoor education organizations.
- Self-motivated, self-directed, organized, resourceful, and creative toward meeting objectives, follows-through on commitments, and handles multiple priorities with effective judgement, problem-solving, and decision-making skills.
- Works and collaborates effectively with staff, board of trustees, volunteers, and all stakeholders.
- Remains flexible and responsive, adapting strategies and behaviors to evolving circumstances, new information, and shifting team or organizational needs.
- Experience with budgeting and understanding financial reports.
- Effectively use productivity tools such as Microsoft Office and Google Workspace.
- Ability to work flexible hours that support a 24x7 operation, frequently including weekends and evenings, as needed.
- Regularly required to sit or stand for extended periods, walk, talk, hear, operate a computer, reach with hands and arms, and occasionally lift and/or move up to 15 pounds, with reasonable accommodations made for individuals with disabilities.
- Must be able to access and navigate all areas of the campus and facilities as needed.
- Demonstrate an understanding of and practice of caring for our planet.
- Bachelor's degree or equivalent work and life experience.
- Comfort with Unitarian Universalist principles and values.

Preferred Skills and Experience

- 5+ years of progressing leadership and management experience in a related non-profit organization, such as a retreat center, camp, and/or outdoor education organization.
- Successful community engagement experience.
- Knowledge of governance, business practices, and applicable laws for non-profit organizations at the local, state, and federal level.
- Experience designing and running successful programs.
- Experience fundraising and building donor relationships.
- Experience with various management systems needed for the organization to operate effectively and efficiently, including those that provide event registration, donor tracking, financial tracking, human resource support, payroll, etc.
- Experience demonstrating and implementing Unitarian Universalist principles and values.

Compensation Package

Total annual compensation is in the range of \$100,000, encompassing:

- \$75,000 salary, commensurate with experience.
- \$25,000 benefits, including:
 - On-site housing or housing stipend.
 - Health and dental insurance.
 - Retirement fund matching.
 - Paid sick and vacation time.
 - Meals (when the dining hall is operating).
- The sheer joy of being on a beautiful mountain-top each day; with a community who values compassion, growth, and love; using your passion and skills to grow and empower staff and

volunteers; delighting guests; and leading a mission-driven organization that makes a positive difference in people's lives.

Application Process

If you're interested in applying to be Executive Director at The Mountain Retreat and Learning Center, please contact us at edsearchcommittee@themountainrlc.org.

The Mountain Retreat and Learning Center is an Equal Opportunity Employer
and is committed to the full inclusion of all.

The Mountain Retreat and Learning Center - 3872 Dillard Rd, Highlands, NC 28741
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