



JOB OPENING: RETREAT CENTER EXECUTIVE DIRECTOR

Posted September 2019

ABOUT US

Diamond Mountain retreat center is located in the quiet Chiricahua Mountains of Southern Arizona. Our 27 retreat houses and 7 group facilities are spread across a 1000-acre parcel of pristine desert wilderness. Our mission is to provide a conducive environment for deep spiritual work and to make personal retreat a reality for everyone. Guests and staff from all spiritual traditions are welcome and supported.

Diamond Mountain is supported by guests and volunteers who come from all over the world. Through the generosity of many benefactors, we have recently completed fundamental infrastructure improvements to the retreat center including a 180 capacity commercial dining hall and student center, wireless broadband integration, vast road and transportation improvements, large scale landscaping projects and numerous building renovations.

JOB SUMMARY

Diamond Mountain is seeking an experienced Executive Director to lead the retreat center in delivering world-class programs and services for our customers - students and meditators from all over the world. This is a unique opportunity to build upon the deep foundations of Diamond Mountain as both a center for advanced Buddhist studies and a deep retreat center and deliver on its mission for years to come.

The executive director leads all departments in delivering best of class service for solo and group meditators, teachers, volunteers, students and newcomers alike and creates the ideal harmonized space for deep retreat and personal transformation. This role is responsible for overseeing all projects to ensure that they are delivered on time and on budget.

This role is also a very public face of Diamond Mountain and will be involved in all community relations as well as guest exchanges.

Diamond Mountain staff from the Kitchen services, Hospitality and Facilities services teams all report to the executive director who will provide guidance and support for each of these teams. The role will be responsible for staffing all open positions, building a diverse yet functional team and managing them on a weekly basis through meetings, check-ins, and reviews, etc.

The Retreat Center Executive Director reports to the Diamond Mountain Board of Directors.

QUALIFICATIONS

- Self-starter with strong time management and project management skills to coordinate multiple high-priority and long-term tasks simultaneously across many departments
- Strong business skills including record keeping, organization, documentation, etc.
- Strong digital skills including emails, Google tools, and services
- Professional manner and kindness in all relationships with staff, guests and vendors as a member of the Diamond Mountain team
- Experience in the retreat or similar business including development, event programming, guest services, marketing, facilities, and food services
- Experience building and supporting a team of dedicated practitioners that include staff and volunteers
- Perfect for a couple dedicated to providing resources that allow people to grow spiritually
- Valid driver's license and mobile phone
- USA resident or legal equivalent to work in this country

Shared accountability among all staff roles

- Help Diamond Mountain carry out its mission and vision
- Help fellow staff members and volunteers to succeed
- Attend staff meetings and take responsibility, along with fellow staff members, for the organizational culture, day-to-day management, and overall success of Diamond Mountain
- Understand, communicate and help enforce Diamond Mountain policies and guidelines, including, health, safety and behavioral via the Diamond Mountain policy process

HOURS

This is a full-time position. Hours vary depending on the season and increase more during events.

COMPENSATION AND BENEFITS

This is a salaried position and includes fully furnished housing, attendance to Diamond Mountain ongoing classes, 10 weeks paid time off. Use of Diamond Mountain facilities for personal retreats is encouraged.

APPLICATION

Please send a cover letter and resume that includes references to gyelse@diamondmountain.org