

Light on the Hill Manager(s) Job Description

With responsibility for the smooth operation of the Center, the Manager(s) will be self-directed, with an ability to work with others to bring a vision to fruition. They will have skills and vocational interest in hospitality, management, communication and outreach. Living on the land, on site, is a requirement, and the Manager(s) must be available to work non-traditional hours, including evenings, weekends, and holidays as needed. It is important that they embody the mission to support people who wish to engage in deep inner work and pursue a spiritual life themselves.

The position requires a wide variety of talents, and our preference would be to find a couple or two compatible individuals to share the position, combining into one full-time position. However, we will also consider applications from individuals who can propose a creative arrangement to meet the demands of the position without a live-in partner.

Qualifications

- Experience with hospitality, building maintenance, landscaping, vegetarian cooking, record keeping/bookkeeping, marketing, social media, and fundraising
- Enjoys working with people
- Practice on a spiritual path and interest in supporting others on their path
- Self-directed, organized, and attentive to detail
- Ability to multi-task and manage multiple, sometimes competing needs at the same time
- Excellent communication skills for interface with the public, retreat leaders, and managing staff
- Desire to live in a rural setting

Management

- Develop systems to facilitate personnel management, scheduling, communications, advertising, and other needs
- Manage all aspects of the food preparation, including contracting and overseeing cooking staff, food safety, and accommodation of group leaders' special food requirements
- Contract and oversee cleaning staff for the lodge, 3 cottages, 2 huts and chapel
- Manage and oversee the work of Caretaker/groundskeeper(s), and perform as necessary, maintenance of buildings and grounds, including emergency response to any needs as they arise
- Oversee the financial operations of the center, including maintaining records, entering income and expenses in Quickbooks, preparing documents for tax purposes and audits, and submitting regular reports to the Board
- Ensure appropriate and accurate financial reporting, record keeping, compensation, and employer practices in all matters concerning employees

Hospitality

- Work with leaders and retreatants before they arrive to prepare them for their visit
- Prepare the lodge and cottages before groups and individual retreatants arrive
- Greet arriving group leaders and individual retreatants, welcoming them to the property and introducing them to the facilities
- Be available to answer questions as needed
- Prepare meals as needed and deliver dinners to individual retreatants in their cottages

Operations

- Monitor, with the caretaker, the online Google maintenance calendar for regular maintenance tasks such as window washing, servicing of generators and HVAC, water systems, trail clearing, etc.
- Meet with fire safety inspectors, health inspectors, and other professionals who oversee standards
- Check and initial fire alarm logs in lodge
- Oversee food stores for lodge and cottages, placing and picking up wholesale food orders or purchasing groceries as needed
- Maintain supplies/parts for mechanical systems as appropriate
- Coordinate and sometimes perform repairs and improvements to buildings as needed

Communication and Outreach

- Respond to all personal and electronic inquiries about retreats, programs, and facilities
- Maintain calendar, including scheduling of individual and group retreats and discerning which programs are suitable for LOH
- Create and sign written contracts with group leaders using the facilities
- Maintain and update the LOH website and Facebook page
- Communicate with the LOH community via special flyers and regular mailings, including promotion of program offerings, announcements, newsletters, and possible reflection pieces
- Develop effective marketing to grow the LOH mailing list, attract spiritual leaders/teachers to hold their workshops at the center, and increase attendance at events in the lodge
- Cultivate a meaningful relationship with our loyal supporters, including providing small donations to local Van Etten community, acknowledging all gifts, and reaching out to the community for support
- Help with fundraising

Spiritual Support

- Participate in weekly meditations with the Spiritual Directors and other staff
- Listen with supportive attention to individual retreatants or other visitors who disclose challenges or spiritual questions they have
- Work towards creating a sacred space, observing boundaries and silence (e.g., no chatting or sharing information about the outside world)

Compensation

A total compensation package of approximately \$52,000, including salary, health insurance, housing, some utilities, and meals.

- Housing provided on-site (4 bedroom house)
- Salary of \$36,000/year, with an initial 3-month trial period set at \$33,000/year
- Healthcare coverage of up to \$3,000/year
- Meals during group retreats at the lodge
- Utilities are subsidized as follows: internet and phone service fully paid by LOH; propane fully paid by LOH; one-half electrical costs paid by LOH; firewood provided within reason, as long as sufficient firewood stores exist for cottages and lodge firepit, but Managers may need to purchase their own firewood as well