

TEMENOS, INC.
65 Mount Mineral Road
Shutesbury, MA 01072-9768

RESIDENT DIRECTOR JOB DESCRIPTION

POSITION TITLE: Resident Director

STATEMENT OF DUTIES:

The Resident Director represents and acts on behalf of the Temenos Council in carrying forward the mission and purpose of Temenos in accordance with the Articles of Organization and in alignment with the guidelines as set forth in the By-laws, and as specifically determined by the Council. The Resident Director serves as the entrusted caretaker of Temenos and is responsible for managing the day-to-day operations.

The Resident Director lovingly tends to the land at Temenos, feels its deep history and understands its profound restorative nature for those who come for peace and quiet. The Resident Director also understands that Temenos embraces an elemental existence in a rustic setting and is comfortable following a simpler lifestyle in keeping with the natural cycles of the earth.

REPORTING STRUCTURE:

The Resident Director is appointed by and reports to the Council and is supervised by the Executive Committee of the Council.

KEY AREAS OF RESPONSIBILITY:

Hospitality

Create positive relationships with retreatants and workshop leaders that will encourage them to return and tell others about Temenos. Ensure telephone coverage and prompt communication with people wanting information or reservations. Maintain accurate records of bookings, collect fees, track Cabin and Lodge usage and report this data to the Council. Prepare contracts for Lodge users. Provide meaningful orientations to new retreatants and all Lodge users, and assist them in problem solving when necessary.

Develop and maintain good working relationships with Temenos' wider network of friends and colleagues, including: town, county and state officials as appropriate; members of Western Massachusetts Retreats Association; supporters of Temenos; and organizations and individuals who are friends or potential users of Temenos; and others.

Facility and Land Management

Ensure that all structures, roads, paths and their surroundings are well maintained; clean and welcoming to visitors and retreatants, and that this care reflects Temenos' concern for the land and living things under our stewardship. Identify and prioritize needed repairs and improvements, in partnership with the Land Steward and the Buildings and Grounds Committee; propose capital improvements to the Council for approval; and oversee projects undertaken and contractors employed by Temenos. Given the complexity of major construction projects, we designate someone such as the Land Steward to oversee and make decisions on the day-to-day completion of the work.

Ensure that water, sanitation and fire are managed in a manner that keeps us safe and healthy, and are in compliance with town and state regulations.

Supervise the work of the Land Steward, including scheduling his/her tasks, monitoring the quality of work and approving hours for payment. Participate, with the Council, in formulating the job description and hiring of person/s for this post. Supervises the work of any other part-time employees, as well as any volunteers doing work on the buildings or land in conjunction with the Buildings and Grounds Committee.

Administration and Council

Participate fully in the life of the Council and its deliberations. Serve as ex-officio member of all Council committees, helping to set their agendas and carry forward their plans. This will include not only long-range planning and consensus decision-making, but also forming reciprocal relationships of care, trust and support with Council members.

With the Council Treasurer, develop the recommended annual budget for each fiscal year in preliminary form in February in order to submit the recommended budget in final form to the Council for approval no later than the April Council Meeting. Monitor expenditures in keeping with the annual budget and as determined by the committees of the Council. Ensure that all revenues and expenditures are accounted for and that proper records are kept on all financial matters. Submit monthly reports of income and expenditures to the Council Treasurer in a timely manner.

Handle daily finances including: tracking revenue that comes by mail; Cabin scheduling and revenue; Lodge contracts and revenue; preparing and making bank deposits; tracking Petty Cash; writing checks for monthly bills; calling in payroll for him/herself and the Land Steward; and tracking donations and sending 501(3) (c) "thank you" notes; and other bookkeeping and accounting duties as needed.

(While the Resident Director is responsible for making sure that the tasks listed in the paragraph above are completed, s/he is not necessarily required or expected to do all the tasks, and funds may be allocated for assistance with office support for these duties where needed.)

In coordination with Council, prepare, distribute and maintain supplies of Temenos informational materials, maps, brochures, etc. Ensure the preparation of the Spring and Fall mailings of Forest Notes and materials for fundraising drives. Add to, maintain, and update Temenos' database in a timely manner.

Accompany Council members to one-to-one fundraising meetings with substantial donors with whom there is a relationship. Engage new and returning retreatants in conversations to explain the sliding scale fee structure for Cabin rentals and the value of making additional contributions to support Temenos.

CONDITIONS OF EMPLOYMENT:

The Resident Director is a full-time employee of the Council who is required to be in residence at Temenos except for vacations, leaves and other approved absences.

ESSENTIAL SKILLS & CORE COMPETENCIES:

- Deep commitment to the purpose, mission and guidelines of Temenos including love for the land, respect for our history and traditions, and trust in the process of unfolding wisdom
- Willingness to embrace a simple and elemental lifestyle and the ability to work and live in a rustic, remote physical setting, often in solitude
- Ability to perform significant physical tasks often exposed to outdoor weather conditions.
- Ability to provide warm and gracious hospitality to retreatants and visitors.
- Ability to maintain effective and harmonious working relationships with the Land Steward and any other part-time employees, volunteers, Council members, and other members of the community
- Attention to detail and ability to keep accurate records including basic proficiency in operating personal computers and maintaining electronic files and databases

Pluses:

- familiarity with basic office equipment including printer;
- use of solar panel, inverters, all types of chargers for regular charging of power tool batteries, mobile phone and computer;
- computer literacy and knowledge of Excel, WordPress, and BlueHost; maintaining a Gmail account, google docs, Apple Address Book; Numbers and Pages software;

- using a “smart” mobile phone, answering and creating appropriate email communications and texting; maintaining a personal smart phone for communication when off site
- excellent verbal and written communication skills. Ability to recognize work priorities and meet required deadlines
- ability to exercise good judgment to analyze complex issues and to develop relevant and realistic plans, programs and recommendations within limits of available resources
- willingness to participate in consensus-form style of decision-making and governance
- creativity and flexibility in developing new approaches or adapting existing methods to deal with new or unusual developments in day to day duties and responsibilities
- ability to work independently with minimum supervision or direction
- ability to maintain adequate self-care and personal wellbeing to protect against burn-out and job stress

COMPENSATION

Total compensation is offered in the amount of \$20,000 - \$24,000 per year, depending on qualifications and experience. Mileage reimbursement will be provided. Temenos also provides the Director with free housing and full-time use of Birch Cabin overlooking the Pond and mineral springs. Up to four weeks personal time is offered. In addition, Temenos affords the benefits of working with a heart-centered organization and the opportunity to experience a simpler way of living that is more in tune with the natural world.