



## Executive Director Job Description

Position: Executive Director

Updated: June 2022

Status: Full-time

Rock Point Commons is seeking an Executive Director responsible for the management and sustainable development of Rock Point, a 130-acre sanctuary of publicly accessible conserved land within Burlington, Vermont. The property includes hiking trails, conference center, spiritual gathering areas, community agriculture, as well as private housing and the separately managed Rock Point School. Diverse partners use the property in support of educational, spiritual, micro-agricultural and ecological goals. The property is owned by the Episcopal Diocese of Vermont and managed by a non-denominational board that delegates management to an Executive Director with a small staff.

The Executive Director is charged with securing the sustainable future of the Commons and its partnerships in collaboration with land users, institutional partners, and staff. The ED will report to the RPC board of directors.

Responsibilities:

The Executive Director will **champion Rock Point Commons' values and mission**. In this function, the Executive Director will:

- Lead fundraising and development
- Lead collaborations that support the RPC vision, including processes with the board and land users to evaluate the implementation of the vision and update accordingly.
- Build diversity, equity, inclusion and justice into the functioning process of operating Rock Point Commons.
- Be entrepreneurial and flexible in identifying and developing partnerships that are consistent with RPC values.
- Be hands-on and proactive in day to day management of RPC.
- Be resourceful in the use of limited financial and human resources.
- Be generous and open in relationships with partners, staff and the board.

- Seek consensus through dialogue with stakeholders, and also be decisive and lead teams towards action.

The Executive Director will serve as the **strategic leader** of the Rock Point Commons (RPC). The Executive Director will contribute to the development or refinement of strategic plans and ensure their implementation, including a process for collaborating with appropriate stakeholders, necessary for the sustainability and smooth operation of Rock Point Commons. These plans include, but are not limited to:

- Direct the fund development plan for the organization, including a fee system. Build a 3-year budget to advance the sustainability of RPC.
- Diversity, Equity, Inclusion, and Justice Plan to proactively address diversity and representation and help RPC be a positive agent of social change within the community.
- Land-use Plan to ensure the environmental integrity and sustainable mixed-use of the land.
- Communications and Marketing Plan to build awareness of the commons and its mission.
- Maintenance Plan to guide operations.
- Capital and Fundraising Plan for endowment, unrestricted, and restricted gifts to fulfill the long-term-vision of the RPC.
- Staffing and Volunteer Management Plan responding to RPC short and long-term operations and management needs.

The Executive Director will serve as the **operational leader** of the Rock Point Commons. The Executive Director has general responsibility for the maintenance and general appearance of the property and its buildings and will work with the Buildings, Grounds, and Security Manager to develop and implement a maintenance plan.

Specific duties in this area include:

- Collaborate with the Buildings, Grounds and Security Manager to maintain operations and cleanliness of the three Conference Center buildings and the landscape.
- Collaborate with partners to develop programs that will sustainably attract people to enjoy and contribute to Rock Point.
- Provide customer relations to users of the Conference Center.
- Develop a Hospitality Team and collaborate with seasonal employees.
- Provide guidance to staff, board and partners on immediate, short-term and medium-term priorities for RPC land uses.
- Identify, communicate and address any health, safety, or security risks on the property.

- Delegate operational tasks to staff, volunteers, board members, partners, in coordination with the Buildings, Grounds and Security Manager.
- Lead on marketing the property, through communication of successful partnerships and programs.
- Build diversity, equity, inclusion and justice into the functioning process of operating Rock Point Commons.

The Executive Director serves as the **human resources leader** for employees and volunteers of Rock Point Commons. Specific human resource responsibilities include:

- The hiring and evaluation of all staff for Rock Point Commons, in cooperation with the RPC Board.
- Develop descriptions and funding sources for short, long-term and consultant positions that may include:
  - Grant-writing and Fundraising
  - Marketing
- Conducting regularly scheduled staff meetings.
- Manage volunteer recruitment and utilization and develop associated policies for working with volunteers.
- Respond in a timely manner to all human resource issues.
- Implement diversity, equity, inclusion and justice in all hiring practices, as well as building an understanding an approach into the culture of RPC

The Executive Director will serve as the **partnership ambassador** to various groups and provide collaboration to a number of partners and groups. In this role, the Executive Director will:

- Collaborate with staff, board, and partners on short term, medium term, and long- term partnerships.
- Lead in the identification and development of partnerships that contribute to the financial, social and ecological sustainability of the property, consistent with Rock Point Commons' values and mission.
- Be the face of RPC with partners and present new partners to the RPC board for consideration.
- Integrate diversity, equity, inclusion and justice principles into the maintenance of partnerships, development of new partnerships and communicate with the board on how these principles are actualized on the property.
- Lead on community outreach and awareness related to RPC, to support the vision, as well as financial sustainability of RPC.

Existing groups, with whom relationships will be cultivated, include:

- Episcopal Diocese of Vermont, as the owner of the property
- Rock Point's partners, as the users of the property through a range of formal and informal relationships.
- Rock Point's visitors, including, hikers, students and families, partner staff, residents,

The Executive Director will serve as the **financial manager** of the organization. Specific responsibilities include:

- Implement a Financial and Fundraising Plan in coordination with the Board and its subcommittees.
- Oversee bookkeeping operations and the Bookkeeper.
- Monitor, update, and authorize all contracts with partnerships, vendors and staff.
- Oversee cash disbursements and cash flow.
- Oversee of budgets.
- Manage grants.
- Review bank deposits, statements and reports.
- Review and report on trends that may affect the operations of Rock Point Commons.

The Executive Director will serve as the **director of development** for the property at RPC. The Executive Director will:

- Champion a holistic and inclusive vision for sustainable long-term property maintenance/rehabilitation/development that contributes to Rock Point Commons' mission. This will include actions for a variety of spaces and buildings on Rock Point including conference center; camp facilities; diocesan offices; Bishop's residence; cemetery; outdoor chapel; common areas.
- Collaborate with the Rock Point Commons board to agree on the vision.
- Lead the capital campaign for achieving these developments in a short-, medium- and long-term set of actions through fundraising, grant applications and partner contributions.

Skillsets / Qualifications:

Rock Point Commons will consider all candidate applications. A successful Executive Director will possess a skillset that includes:

Required:

- Demonstrable leadership skills, including building and facilitating a culture of diversity, equity, inclusion and justice.

- Willingness to engage in traditional and non-traditional fundraising activities.
- Willingness to serve as a “hands-on” leader that can multi-task by responding to administrative and facility issues that come up unexpectedly.
- The ability to work comfortably in an evolving organization.
- The ability to be a self-starter who can work both independently and collaboratively when required.
- Ability to maintain and develop existing and new partnerships/programs that align with RPC mission and vision.
- Responsiveness to visitor inquiries and challenges.
- Ability to collaborate constructively with RPC Board on strategic planning and implementation.
- Excellent oral and written communication skills.
- Proficiency with collaborative software for documents, spreadsheets, etc. (Microsoft Office Products including Sharepoint 365)

Preferred (if candidate does not have we can support w/ skill development):

- Multilingual and multicultural experience.
- Preferred experience with the financial management of organizations, including the use of spreadsheets, and financial data (e.g. QuickBooks).
- Comfort with social media, communication, and outreach platforms.
- Experience related to working with and building non-profit, farm, conservancy, park, social service, educational, and/or religious organizations.

### **Candidate Applications:**

Please submit the following to [EDSearch@diovermont.org](mailto:EDSearch@diovermont.org) prior to 13 August 2022

- CV/Resume
- Statement of Interest: Please describe your interest in working on Rock Point, including responses to the following three questions.
  - How does your life and work experience contribute to leading Rock Point Commons over the next decade?
  - How would you foster diversity, equity and inclusion in your approach to partnerships?
  - Describe your ability or approach to working in and developing an evolving organization with limited human and financial resources?