

Rainbow Lodge Retreat Center

Position Title: **Executive Director (Tim Jack)**

Revision 10/20/2013

Rainbow Lodge Retreat Center Executive Director Job Description

Title: **Executive Director**

Accountability: The Executive Director is hired by and is accountable to the Board of Directors.

General Description of Position: The Executive Director is responsible for the operation of the Center in accordance with the bylaws, Mission Statement, strategic plan, and policies as developed and authorized by the Rainbow Lodge Board of Directors.

The Executive Director will support the Board of Directors by active participation in the development, continuous monitoring, and updating, of Rainbow Lodge's mission, strategic plan, and policies.

Responsibilities: The Executive Director has overall operational responsibility for business planning, business systems, marketing, budgeting, financial reporting, fund raising, and the management of guest services, food services, business operations, and facilities.

The Executive Director is responsible for the hiring and management of personnel in appropriate numbers and with appropriate skills to successfully operate the Rainbow Lodge Retreat Center.

Duties of the Executive Director include:

- Site Management: Oversee the operations and maintenance of the Retreat Center buildings and grounds.
- Personnel Management: Establish, maintain, and supervise a staff (including volunteers) adequate to meeting the mission of the Center.
- Financial Management and Business Planning: In conjunction first with the Finance Committee of the Board and then with the full Board, the Executive Director shall develop an operational budget to meet the requirements of the strategic and operations plans, and then have full responsibility for all spending within the approved budget. Additionally, the Executive Director shall provide to the Board of Directors full and timely reports on the financial condition of Rainbow Lodge concerning budgeted operations and the resources and costs of special projects.
- Attend meetings of the Board of Directors.
- Marketing: Develop and implement marketing strategies to increase and maintain maximum use of Rainbow Lodge Retreat Center.
- Other duties as assigned by the Board.