



Position Description  
**DIRECTOR of PROGRAMS and MISSION**

**PURPOSE:** The purpose of this position is to carry out the work of the Board of Directors of National Ghost Ranch Foundation by designing, implementing, and evaluating all Ghost Ranch sponsored programs and leading the mission and ministry of the ranch.

**QUALIFICATIONS**

1. Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.
2. Master's degree and five years of relevant programmatic experience.
3. Demonstrated skills in creative visioning, program development, conference planning, networking, management of people, inventory control, budgeting, and time management.
4. Strong public speaking skills to people of all ages and the capacity to effectively communicate Ghost Ranch program opportunities to groups and individuals is essential.

**RESPONSIBILITIES:**

1. Design, implement, and evaluate multi-year program offerings that reflect the ranch's mission and commitment to the Education of Church Leaders, the arts, science, social justice, community outreach, diversity, equity, and inclusion.
2. Strengthen relationships with PC(USA) and other religious institutions and entities to secure future gatherings at Ghost Ranch.
3. Develop strong connections with program resource persons in the PC(USA), other denominations, other faith communities, universities, museums, and arts communities.
4. Recruit, train, supervise and evaluate all program staff including conference and retreat leadership, sales-marketing & communications coordinators and seasonal program staff.
5. Develop courses and conferences that address current and relevant themes facing our world (especially diversity, equity, inclusion, and racial justice) using a variety of methods/media.
6. Oversees diversity, equity, and inclusion efforts at the ranch.
7. Oversees the ministry of the ranch including all guests and staff.
8. Partner with Presbytery of Santa Fe and Synod of the Southwest to create opportunities for collaboration between all three entities and to address ministry needs within the region.
9. Serve the Ghost Ranch Board of Directors as needed.
10. Assist the Executive Director in developing the program portion of the ranch operating budget.
11. Participate in long range planning with Leadership Team and Board.
12. Engage in continuing education opportunities annually.
13. Participate in staff meetings taking the initiative to suggest ideas, solutions, etc., to the E.D. and be willing to undertake additional duties as assigned.
14. Work together with all Ghost Ranch staff for the welfare of all Ghost Ranch guests.

**ACCOUNTABILITY:**

The person in position is a member of the Leadership Team and is accountable to the E.D.

**TERMS:**

The Director of Programs and Mission is a salaried, exempt position with full benefits. The person in this position shall be employed for an indefinite term and is subject to the Ghost Ranch Personnel Policies.