



Executive Director Position Description and Application Process

The Grünwald Guild seeks a passionate leader (or leaders) to build on our established programs, articulate our vision, and promote our mission and core values.

The Executive Director is responsible for the effective leadership and management of the Guild. Other key duties include the implementation of plans, programs and policies approved by the Board, as well as the interpretation of the ministry and mission of the Guild to faculty, staff, guests, and constituents. The position reports directly to the Board of Directors.

ABOUT THE GUILD

The Grünwald Guild is an arts education nonprofit retreat center nestled on 14 acres of Cascadian woodland, bordered by the Wenatchee River in the Plain Valley of Washington. Snowcapped peaks, rushing waters and sweet-smelling ponderosa pine welcome, inspire, and create an environment in which people come to learn, to grow, and to explore the relationships between art, faith, and community.

In order to facilitate and serve as a resource for this exploration, the Guild offers art classes and workshops in our studios and contemplative spaces. When there is no scheduled programming, our facilities are available to be booked by groups or individuals for retreats, personal study, workshops, reunions, etc.

Core staff members both live and work at the Guild. This meaningful and ongoing community supports the sacred space for creativity. While rooted in an ecumenical Christian faith, the Guild embraces people of all journeys and traditions, recognizing the rich fullness that comes with hospitality that practices mutual respect, ensures safety, and develops trust.

What we increasingly hear from people who come to know life at the Guild is that a place like the Guild is important and greatly needed, especially today. People need times of rest, respite, and reflection. They need spaces in which to experience contemplation, creativity, and community. From this nurturing environment emerge new ways of living, being and moving throughout this world.

LOCATION

This area is known for its beauty and many opportunities for outdoor recreation in all seasons. It is warm and dry in the summer and receives significant snowfall in the winter. Due to its proximity to both Stevens Pass and Bavarian-themed travel destination Leavenworth, the

community has a mix of vacation homes and residential homes. Plain is in the Cascade School District. The Guild is a 25-minute drive from Leavenworth, Washington; 51 minutes from Wenatchee, Washington; and 2.5 hours from the Sea-Tac International airport.

MISSION

The mission of the Grünewald Guild is to welcome and inspire all who seek to explore the relationships between art, faith & community.

CORE VALUES

The Grünewald Guild believes in the transformational power of the arts. In support of this value, we provide a nurturing environment for creative discovery and artistic expression.

Rooted in the ecumenical Christian tradition, the Grünewald Guild welcomes seekers of all faith backgrounds, and respects the diverse spiritual paths that often lead to our open door.

Life in community is at the heart of the Grünewald Guild – a foundation for inspiration. Guests, volunteers, and staff alike engage in shared experiences of creative expression, rest, work, play and reflection.

At the Grünewald Guild, our staff and volunteers take pride in offering genuine hospitality; ensuring our guests are cared for in a friendly manner, nourished by healthy food, in a clean, comfortable and welcoming environment.

The Grünewald Guild practices sustainability. This value is embodied through attention to caring for the earth and her gifts, and through sound financial practices and thoughtful stewardship of the gifts of time, talent and financial resources that are offered by a vast community of love and support.

EXECUTIVE DIRECTOR RESPONSIBILITIES

1) Program: Promote an environment where all feel welcome, safe, and inspired to create, question, and learn.

- Implement Guild programs to ensure diverse, high quality offerings consistent with the mission and core values of the Guild.
- Coordinate retreats for individuals and groups seeking specific Guild experiences.
- Communicate the programs and activities of the Guild to grow the Guild's network, reach, and influence beyond its physical borders.
- Promote relationships with the Guild constituency and faculty, as well as with arts education institutions, individual congregations, and other civic and private organizations.

- 2) Community and Spiritual Life:** Ensure a rhythm of spiritual practice that is ecumenical and inclusive.
 - Coordinate, lead, and frame worship and teaching.
 - Nurture a community that attends to the well-being of the individual as well as the well-being of the community.

- 3) Operations:** Oversee and implement appropriate resources in accordance with the laws of the State of Washington, the United States and the Grunewald Guild Articles of Incorporation and Bylaws.
 - Recruit core staff, faculty, interns, and volunteers; write position descriptions and hold annual reviews.
 - Encourage development of and offer training and direction for core staff.
 - Collaborate with core staff to support the continual forming and reforming of community for a safe and healthy work environment.
 - Oversee infrastructure needs, maintain facilities, and address necessary improvements. Recommend capital expenditures to the Board.

- 4) Financial Performance:** Develop sufficient resources to ensure the financial health of the organization and care of the property.
 - Fundraise and develop revenue sources (including grant opportunities) necessary to support the Grunewald Guild's mission.
 - Oversee the fiscal integrity of the Grunewald Guild to include submission of the proposed annual budget and monthly financial statements to the board.
 - Ensure the timely recognition of donations and coordinate the publication of the Annual Report.
 - Sign all notes, agreements and other instruments made and entered into on behalf of the organization.

- 5) Governance:** Work with the board to fulfill the organization's mission.
 - Lead the Grunewald Guild in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Communicate effectively with the board and provide, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions.
 - Provide regular written reports to the board; recommend policy and long-range plans.
 - Assist the board chair in preparation of agendas and supporting documents for board meetings and attend as an advisory (non-voting) member.

GENERAL RESPONSIBILITIES FOR ALL STAFF

The Guild, as an inclusive community, requires that its staff members be aware of the needs of the community and supportive of meeting those needs. As a community, it is our goal to lift each other up and help each other out in offering hospitality to all who come to the campus.

All staff gather for community meals, keep a collaborative work environment and meet regularly to address changing needs and priorities. There will, at varying degrees of regularity, be tasks you are asked to perform that, while not fitting in to a job description, are for the benefit and needs of the whole community.

HELPFUL EXPERIENCE:

Management – Multiple years in non-profit management with increasing levels of responsibility. Experience managing people is critical.

Programming – A history with and an understanding of the key challenges facing our main constituent group; programming experience in the arts, faith or education is desirable.

Fundraising Development – Proven experience in raising funds from individuals and institutions.

Financial Management – Demonstrated success managing non-profit organization budgets of comparable size.

Board Relations – Multiple years of effectively working with a board of trustees.

Pastoral Relations and/or Community/Group Facilitation - Effective leadership in complex communities.

SALARY PACKAGE:

- Medical and Dental
- On campus housing and meals provided
- Salary range \$40,000 to \$46,000 depending on experience.

TO APPLY:

To apply please send a letter of introduction and resume to: search@grunewaldguild.com

You will receive an email acknowledgement of your application.

Review of applicants will begin on July 1 with interviews in August and September.

The start date is flexible; late fall to early spring is preferred.

This role can be filled by an individual or shared between a couple.

The position will remain open until filled.