



The Episcopal Church in Colorado seeks an Executive Director for The Center at Cathedral Ridge. Made up of 160 acres of beautiful woodland, meadows, and streams, just north of Pikes Peak and surrounded by the pristine Pike National Forest, the Center at Cathedral Ridge was purchased by The Episcopal Church in Colorado in 2010.

Cathedral Ridge can accommodate overnight groups of up to 110, has a staff of 6.5 year-round staff, and 13 full-time staff during summer camp season, and operates on a budget of \$632,000. Over the past five years, more than two-thirds of the Episcopal Church in Colorado's congregations have given to the Cathedral Ridge Generation to Generation capital campaign, raising over \$1.3 million. The Standing Committee has ensured the sustainability of Cathedral Ridge with a thoughtful five-year financial plan, and the Cathedral Ridge Board of Directors is actively engaged. The Episcopal Church in Colorado is currently in a bishop transition, with Bishop Robert O'Neill retiring and Bishop-Elect Kym Lucas arriving in March 2019.

We seek a person who is an accomplished leader to oversee and strengthen the operational infrastructure in ways that will enable Cathedral Ridge to grow into its potential and realize its mission of transforming lives through relationship with God among people from all over the diocese, The Episcopal Church, and the world.

Reporting to the Missioner for Faith Formation, and partnering with the Cathedral Ridge Board of Directors, the Executive Director oversees all operations and strategic development of the Cathedral Ridge property and facilities. The Center at Cathedral Ridge seeks an accomplished Executive Director to coordinate staff, facilities, nourishment, and land that constantly exceeds guests' expectations and enables Cathedral Ridge to provide sanctuary for all.

The Executive Director represents Cathedral Ridge and the Office of the Bishop with external audiences locally, regionally, and nationally. The Executive Director is an active member of the Woodland Park/Colorado Springs communities and supports the vision for faith formation and evangelism across The Episcopal Church in Colorado.

The Executive Director is responsible for effectively managing Cathedral Ridge's infrastructure, development, human and financial resources, as well as creating systems that efficiently support daily operations. Specific responsibilities include:

### **Strategic Leadership**

- ✧ Work with Missioner for Faith Formation and the Cathedral Ridge Board of Directors to set and execute vision/mission.
- ✧ Keep abreast of industry trends in faith formation, conference center management, camp management, and hospitality and assess the applicability of those trends and innovations to Cathedral Ridge.
- ✧ Maintain clear strategic goals; ensure operations align with goals/mission.
- ✧ Ensure continuity of high quality experience for all guests and users of Cathedral Ridge.

### **Operational Leadership**

- ✧ Responsible for efficient and effective organizational design and development of appropriate internal systems, processes, and controls.
- ✧ Optimize financial and human resources.
- ✧ Responsible for development, management, and control of the annual operating and capital budgets.
- ✧ Team effectively with staff in the Office of the Bishop in all administrative support areas.
- ✧ Comply with all applicable ethical and legal requirements.
- ✧ Oversee the management of infrastructure projects, maintenance, and rehabilitation of buildings.
- ✧ Ensure high quality programming is offered on a regular basis.
- ✧ Within established personnel policies, hire, terminate, evaluate, develop, and supervise staff; administer compensation programs.
- ✧ Support board recruitment efforts; assist with orientation.
- ✧ Work with board president to ensure effective governance structures.
- ✧ Build and execute effective revenue plans.
- ✧ Ensure effective guest reservation systems.

### **Community and Partner Development**

- ✧ Actively market Cathedral Ridge facilities to parishes and other users.
- ✧ Build and enhance effective relationships with Woodland Park, Colorado Springs, and Teller County representatives.
- ✧ Lead philanthropic fundraising efforts for operating funds; partner with special committees and others in raising funds needed for capital projects
- ✧ Serve as liaison to and support for the board for financial development and fundraising.
- ✧ Ensure effective donor stewardship cultivation and stewardship activities.
- ✧ Engage parishes across the diocese and other constituents with the Cathedral Ridge vision.
- ✧ Build and maintain effective relationships with program providers.
- ✧ Serve as effective public spokesperson and “face” consistently and frequently.
- ✧ Oversee all marketing and brand positioning efforts including production of marketing materials, social media, and website information.
- ✧ Support ongoing board development efforts.
- ✧ Attend all board meetings and ensure all Cathedral Ridge board committees have adequate staff support

The qualified applicant will be a graceful change agent with an even temperament, who is comfortable working at both the strategic and operational levels, and able to demonstrate experience and/or traits in these areas:

### **Commitment to Mission**

- ✧ A passion for the mission of Cathedral Ridge as a place of meeting, retreat, and spiritual formation.

- ✧ Knowledge of the theology and values of The Episcopal Church strongly preferred; commitment to supporting those values and principles required.

### **Leadership**

- ✧ Minimum of 5 years of managerial and leadership experience, preferably within a not-for-profit organization.
- ✧ Ability to work in a position of leadership and in partnership with a governing board using good judgment in decision-making and other matters, as appropriate.
- ✧ Relevant experience managing a complex, multi-faceted environment in the service/hospitality industry.
- ✧ Experience in representing entities with external constituents and building effective long-term relationships.

### **Operations**

- ✧ Business acumen to ensure that revenue and expenses are effectively maintained within the operating budget.
- ✧ Knowledge of working with a governing board.
- ✧ Ability to focus on details and manage projects to completion.
- ✧ Some knowledge of physical facility development and maintenance.
- ✧ Experience leading, motivating, caring for staff wellness and effectiveness.
- ✧ Well-developed interpersonal and human resource management skills.
- ✧ Demonstrated experience in hiring, developing, affirming, and retaining employees.

### **Revenue Generation**

- ✧ Marketing experience and creativity in approaching and closing new business opportunities.
- ✧ An understanding of how to build networks to attract funds, not-for-profit organizations, volunteers, and broad public and community support.
- ✧ Demonstrated success in securing financial gifts from diverse funding sources.
- ✧ Demonstrated ability to conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.

### **Additional Qualities**

- ✧ Strong listening and communication skills.
- ✧ Strong organizational and ecclesial diplomatic skills.
- ✧ Bachelor's Degree required; Master's Degree preferred.
- ✧ Willingness to travel around the diocese as needed, including on weekends. The diocese is composed of 103 worshipping communities across the state of Colorado, which spans 104,000 square miles.

The Episcopal Church in Colorado is an Equal Opportunity Employer. This is a full-time exempt position with salary (\$70,000), medical, dental, and retirement benefits. The Executive Director will also be provided housing on the grounds of Cathedral Ridge. To apply, please complete the attached questionnaire and submit with resume and thoughtful cover letter to [director@episcopalccc.org](mailto:director@episcopalccc.org).



THE EPISCOPAL CHURCH IN  
COLORADO

## The Center at Cathedral Ridge

### Executive Director Search Questionnaire

Thank you for your interest in the Executive Director position at Cathedral Ridge. As we get to know you during this process, it is equally important for you to get to know Cathedral Ridge and The Episcopal Church in Colorado. Below you will find our Values, Purpose, and Vision.

#### *Core Values:*

- *to provide innovative, transformative, creative Christian formation for all ages*
- *to embody excellence in hospitality—you belong before you arrive*
- *to bring people together—to give life to all*
- *to offer sanctuary*
- *to be holistic stewards of all creation*

#### *Core Purpose:*

- *to provide both a sanctuary and a stimulating environment where people can connect meaningfully and find their lives transformed through relationship with God and one another.*

#### *Vision:*

- *to create a place and programs with international reach that stimulate the spiritual discovery and interpersonal collaboration that will transform adults and youth into effective community and world leaders.”*

**Questionnaire:** Please use a separate document for your answers and send to [director@episcopalccc.org](mailto:director@episcopalccc.org) with your letter of intent, resume, and three references. Your answers can be incorporated into your letter of intent if you like.

1. How do you envision yourself doing your part to fulfill the Core Values, Core Purpose and Vision of Cathedral Ridge for campers, retreat guests, and staff alike?
2. Which part do you identify with most?
3. Share with us about the most important mentor you have had in your life. What did you learn from this person? How have they contributed to your working style and practices?