



GARRISON INSTITUTE

Retreats and Business Development Director

Position Announcement, April 2012

Summary of Position

The Garrison Institute is currently seeking a full-time Director of Retreats and Business Development. This position provides the leadership and direction for all programs and activities of the Garrison Institute's Retreats Initiative. He/she is a member of the senior management team and oversees the Events Planning department staff. He/she reports to the Executive Director and is responsible for scheduling and coordinating with existing retreat groups and planning and directing a new business development strategy.

Our Director is an energetic and engaged leader, a collaborator by nature with an entrepreneurial spirit and a related background in retreats operations and management. He/she will have an established contemplative practice and is known by a range of key contemplative leaders in the field. He/she will foster and expand upon an already extensive network of international relationships with retreat groups and teachers from diverse traditions and backgrounds. In addition, our candidate will have the practical leadership to create and implement a cutting-edge retreats program that is aligned with the Institute's mission and goals.

Essential Functions

- Actively nurtures and helps to expand relationships with existing retreat groups and teachers including conducting a variety of outreach via mailings, eblasts, newsletters etc.; corresponding on a regular basis with teachers/retreat leaders for bookings, personal meetings/visits with potential teachers and faculty; and attending related conferences/events to generate new ideas and for cultivating new opportunities for involvement with the Institute
- Develops and plans new business strategies for the Retreats Initiative that are in alignment with our mission and vision that help to create new partnerships in the field while generating revenue for the Institute
- Works to create partnerships and collaborations with other like-minded organizations to reinforce and enhance our mission and vision
- Tracks and implements a fee and pricing structure for the retreats program adjusting as needed based on market trends or other necessary metrics for increases. Routinely conducts relevant market analysis to ensure we are competitive with other centers.

- Oversees the Events Planning department, supervising a two-person staff, who plan and organize all logistics for retreats and events taking place at the Institute. Coordinates with the facilities staff ensuring a high standard of customer service while working closely with other staff to further develop systems and optimize operations for the facility
- Develops and manages an annual budget detailing revenue and expenses for the Retreats Initiative
- Represents the Garrison Institute regionally and nationally at related events or conferences
- Seeks out best practices for retreats programming, especially with the emerging trends of contemplative practices and methodologies in the areas of human development and social services, education and the environment.
- Works closely with a group of local advisors to insure the community is involved in and aware of the Institute's work and programming.

Job Requirements and Qualifications

- Established contemplative practice, being well known and regarded by a range of contemplative leaders
- Experienced manager with 7+ years of demonstrated experience in business development, operations, personnel management, budget and finance including generating earned income, and strategic planning. Nonprofit management experience is most desirable
- Strong leadership experience with the proven ability to effectively collaborate and build strategic alliances and relationships while also achieving the Institute's strategic goals.
- Exceptional communicator and writer, able to converse with our constituents including retreat teachers and leaders and work collaboratively with people of diverse backgrounds and beliefs
- Proven financial management skills with the ability to develop strategies to ensure adequate annual income and funding to meet long-term goals for the Retreats Initiative
- Advanced degree in a relevant field of interest
- Ability to publically represent the Garrison Institute and articulate our mission and vision for contemplation
- Detail-oriented, highly organized and resourceful with ability to prioritize, problem solve and take initiative
- Extensive knowledge of our constituency with a strong familiarity with the field of contemplative methodologies
- Possesses flexibility and adaptability to changing priorities
- Personal attributes of integrity, credibility, and commitment to the mission and work of the Garrison Institute
- Technology savvy, able to utilize a variety of communications means including social media.

Other Requirements

- Must be able to work non-traditional hours including some evenings, weekends and holidays
- Some travel will be required

The mission of the Garrison Institute is to apply the transformative power of contemplation to today's pressing social and environmental concerns. The Institute explores the intersection of contemplation and engaged action in the world, helping build a more compassionate, resilient future. Our Retreats Initiative brings world-class teachers from diverse wisdom traditions to wide audiences, conveying a wide range of contemplative ideas and practices conducive to personal growth and social change. To learn more about our work, visit our website www.garrisoninstitute.org.

This is a salaried position offering a generous benefits package including retirement plan, health benefits, paid vacation and more. To apply send a letter of interest, a resume, a writing sample, and the names and contact information of three professional references to: HR Director, via email HR@garrisoninstitute.org. In the subject line of email please include: Retreats and Business Development Director. All submissions will be received in confidence. Please, no phone calls.

The Garrison Institute is an equal employment opportunity employer. Individuals from diverse backgrounds are encouraged to apply.