



St Dorothy's Rest
Camp and Conference Center
Camp Meeker, California
Since 1901

INTERIM EXECUTIVE DIRECTOR

St Dorothy's Rest is a camp, retreat, and conference center of the Episcopal Diocese of California. We are located in a redwood forest in Western Sonoma County (approximately 90 minutes from San Francisco), and have been in continuous operation since our founding in 1901. Our historic Arts and Crafts style facilities support two seasons of activity each year: Camp Season for about 8 weeks every summer, and Retreat Season the rest of the year. We can accommodate 75 people for retreats and 60 (plus staff) for summer camps. St Dorothy's has an annual operating budget of approximately \$700,000, a year-round staff of seven (both part- and full-time), and rotating seasonal staff during Summer Camp.

We are in a period of leadership transition and are seeking an interim director to begin November 1, 2024 and serve one 12-month term, concluding Oct 31, 2025.

We seek a candidate who has a proven record of management, administration, and volunteer leadership; who can work closely with the Board of Directors in a process of redevelopment, and contribute to the efforts to strengthen and enhance St Dorothy's program and mission. Executive experience working with a Board, understanding Episcopal Church polity and governance, supervising staff, and supporting efforts in development are required; previous experience on staff at a camp and retreat center is preferred.

Other characteristics we seek:

- Ability to manage staff at all levels, full-time, part-time, and seasonal.
- Ability to work closely with a Board of Directors and to be collaborative in leadership.
- Ability to receive feedback and learn on the job (as necessary).
- Ability to communicate effectively and clearly in writing and in person.
- Ability to maintain good administrative processes and records.
- Ability to lead meetings effectively.
- Ability to support clear and transparent financial practices for St Dorothy's.
- Ability to interact positively with "all sorts and conditions" of people, and to enhance the characteristic of hospitality for guests, campers, retreatants, visitors, and neighbors that is central to our mission.

During this interim period, the Interim Director will:

- Supervise year-round staff and support them in their current positions, duties, and responsibilities.
- Assist in the hiring of seasonal staff for the 2025 Summer Camp season (including especially the position of Camp Director).
- Contribute to the enhancement and development of Camp and Retreat season programming (as appropriate, and in collaboration with staff and volunteer leadership who work in those areas).
- Fulfill the executive function of the staff as appropriate (filing reports, maintaining licenses, overseeing administration, payroll, benefits, etc).
- Contribute to and work collaboratively with Board and Diocesan leadership on a process of redevelopment for St Dorothy's (i.e. strategic planning, capital campaign, etc).
- Contribute to and work collaboratively with Board and Staff leadership to maintain and care for property, buildings, and grounds.
- Contribute to and work collaboratively with Board, Staff, and Diocesan leadership on developing partnerships for shared mission (in Sonoma County and through Episcopal Church connections in the Diocese of California and the Diocese of Northern California).
- Support effective communication through in-house and diocesan channels to promote and advertise St Dorothy's programs and updates.
- Get to know the community of Camp Meeker and the Russian River Valley and enjoy its many delights.
- Pitch in where needed to support staff (from grounds crew to kitchen to housekeeping).
- Actively nurture and advance a cooperative, harmonious, and teamwork-oriented environment that promotes an atmosphere of dignity, respect, and professionalism.

Physical requirements: Saint Dorothy's is a collection of buildings on a steep hill in the town of Camp Meeker, CA. Applicants must be able to walk up and down steep hills, and to navigate stairs.

The Interim Director will not be eligible to apply for the position of Executive Director.

Employment start date of November 1, 2024, with the expectation of serving a 12-month term (concluding October 31, 2025).

Compensation: Annual salary of \$75,000, onsite housing (including utilities), participation in diocesan healthcare benefits plan and pension fund.

Please send résumé, cover letter, and three references (name, phone, email, relationship to applicant) to: board@stdorothysrest.org