

Job Description:

Executive Director for the Episcopal Retreat & Conference Center

Under the leadership of Utah's new Episcopal Bishop, the vision for the ERCC is being recast to align with the emerging mission of the Diocese. The Executive Director will lead this vision by extending purposeful hospitality to those seeking to grow in their spiritual practices and expressions as well as a place for teaching and learning the practices of Becoming Beloved Community*, a primary discipleship focus for The Episcopal Church.

The Episcopal Retreat & Conference Center (ERCC) is located in the heart of downtown Salt Lake City, one of the most culturally vibrant and walkable downtowns in the country.

This is an exciting position for someone who seeks meaningful work that makes profound impacts on people, communities, and systems.

The Executive Director will manage all aspects of the Episcopal Center, extending a ministry of hospitality to nonprofit organizations and faith groups who share the mission of the Episcopal Diocese of Utah.



Essential Skills: A qualified candidate will be a person of unassailable personal integrity, a leader committed to a healthy and enjoyable workplace, an innovator, visionary, a person grounded in their own faith who is sensitive to diverse cultures and beliefs, an effective communicator, a good listener, with savvy business and sales acumen to:

- Skillfully engage with the bishop, staff, and diocesan leaders to develop a strategic plan for the Episcopal Retreat & Conference Center
- Capably build a cohesive team for the Center and use best practices to manage human resource responsibilities
- Adeptly cultivate community partnerships and connections within the wider Episcopal Church to create a faculty and client base
- Create visible and supportive relationships with churches and other ministries in the Diocese, wider church, and other faith traditions and nonprofit organizations
- Be a likable and engaging speaker who can promote the vision and mission of the Episcopal Center

- Delegate effectively while providing effective oversight in every stage and process of events, hospitality room bookings, security for staff and guests, and building management

Responsibilities:

- Be readily responsive to Episcopal Center building issues and emerging operational needs and concerns – this involves on-call availability
- Create protocols for guest and staff security including disaster and emergency planning
- Recruit and train a team of hospitality professionals in best practices, including keeping appropriate employee records, job descriptions, and employee reviews
- Envision, craft, and implement a strategic plan for financial profitability that meets business objectives and budget guidelines
- Develop potential income streams separate from program and lodging fees
- Create innovative ways of recruiting faculty for Episcopal Center programming;
- Work with diocesan finance team members to prepare a budget and establish operational guidelines within the budget
- Stay current on laws, permits, and government regulations related to operations
- Work with team to develop policies to serve as guidelines for proper execution of events
- Coordinate all group logistics, ensuring that vendors, caterers, musicians, and other service providers are hired and scheduled appropriately
- Work closely with clients and staff to ensure accurate pre-planning so that venue set-up and service is delivered in accordance with the client's expectations, and that events' deadlines and budgets are adhered to
- Establish security protocols for use of supplies, rentals, liquor, and equipment inventories
- Manage guest parking and other logistics that may impact diocesan staff and use of commons areas
- Coordinate with appropriate staff to ensure building and grounds are maintained to high standards and create a feeling of welcome and peace for Episcopal Center and diocesan guests
- Support the bishop in her vision and mission and work effectively under her authority and that of other diocesan leadership



Requirements:

- Bachelor's degree in public relations, communications, marketing or hospitality management, with several years of professional event planning, hospitality, or related events industry experience
- Value will be placed on career experience and event planning industry certifications such as CMP, CSEP, CMM, CESP or other
- Experienced with social media for purposes of marketing and development

"We have met in many places, but the feeling and tone of the ERCC really lifts our gatherings. We LOVE it here!"
~ Guest comment

The Episcopal Retreat & Conference Center is located within the Episcopal Church Center of Utah (ERCC), sharing a reception area with the diocesan administrative offices.

Five beautiful and tech-savvy conference spaces are complemented by three large and versatile outdoor commons areas. A self-contained hospitality wing has 14 sleeping rooms, informal gathering spaces and kitchen. By providing low-cost meeting and housing facilities to the nonprofit community, the Diocese expands its reach to unite people and resources, thereby supporting and building a network of community services for those in need.

Starting salary is experience-driven at \$75,000-\$85,000, and includes benefits with pension match option and excellent family medical coverage. Salary incentives will be available as the Episcopal Center becomes profitable. The Episcopal Diocese of Utah is an equal opportunity employer, and all candidates will be equally considered for employment without discrimination. The Executive Director position will be open until filled. Interested applicants should submit a cover letter, resume, and three references with contact information to Ms. Angela Rogers at arogers@episcopal-ut.org.

*Resources: (<https://www.episcopalchurch.org/beloved-community/>)
(<https://www.episcopalchurch.org/beloved-community/>)