



# PENDLE HILL

A Quaker Study, Retreat, and Conference Center

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**September 2019**

**Position:** Executive Director

**Reports to:** The Pendle Hill Board

**General Summary:** The Executive Director, in concert with the Board, leads Pendle Hill, a Quaker study, retreat and conference center that seeks to transform lives and foster peace with justice in the world. The Executive Director advances the values, mission, and vision of Pendle Hill.

The Executive Director serves at the pleasure of the Pendle Hill Board and is the spokesperson and primary public representative of the organization.

**Qualities:** The Executive Director provides spirit-led leadership and exemplifies the values and practices of the Religious Society of Friends. The Executive Director should be open and flexible, a skilled writer and speaker, with a capacity for innovation and initiative. The Executive Director is skilled in achieving the goals of the organization while providing strategic leadership in all aspects of program and management. The Executive Director embodies a long-range view of social change, being both persistent and optimistic, with humor and clarity.

**Qualifications:** Bachelors Degree or higher and relevant institutional leadership experience.

**Duties and Responsibilities:**

1. Leads the work of staff, overseeing and integrating all aspects of the administration and programs of the organization. The Executive Director is responsible for the oversight of staff, overall staff performance, fair employment practices, communication of policies, and for creating and maintaining a respectful work and residential environment. The Executive Director cultivates an ethic and practice of inclusiveness throughout the organization.
2. Ensures sound financial management in concert with board and staff members, observing legal requirements, policies, and best practices.
3. Appoints people to staff positions using appropriate consultation with current staff; ensures broad advertisement of staff openings to create a diverse pool of potential employees; supervises staff members directly responsible to the Executive Director.
4. Works closely with Advancement team; cultivates personal relationships with funders and donors; serves as a key fund-raising and marketing voice of Pendle Hill; offers hospitality at their discretion, on a space-available bases, for fundraising or friend-raising purposes.

5. Creates with the Operations team a hospitable, welcoming environment for a diverse range of visitors.
6. Ensures through work with the Education team the creation and implementation of visionary and practical educational programs.
7. Collaborates with other organizations, professional and educational institutions, and relevant groups to expand the effectiveness of Pendle Hill. Communicates Pendle Hill's work, mission, and vision effectively through a variety of media.
8. Serves as an officer of the Corporation and an advisory member of committees. Communicates in an effective and timely manner with the Board. Actively participates in the spiritual and daily life of the community.

**Working Environment:** Pendle Hill is a Quaker study, retreat, and conference center that offers programs to people of all faiths and backgrounds. Pendle Hill offers residential, commuter, and online study programs, weekend workshops and retreats, conferences, scholarship opportunities, publications, a bookstore, and rental space on our beautiful 24-acre campus. Pendle Hill is a fragrance-free, pet-free community.

**Expectations of All Pendle Hill Employees:**

- A highly welcoming attitude and willingness to provide hospitality for members of, and visitors to, the Pendle Hill community. Openness to a wide range of spiritual beliefs and experiences, cultural backgrounds and practices, and differences (of all kinds).
- Familiarity with Quaker faith and practices, and a commitment to learning more and/or a willingness to gain, deepen, and nurture such knowledge.

**Time Expectations:** This is a full-time, exempt position. The position frequently requires travel, evening and weekend work. Full-time staff at Pendle Hill spend a few work hours each week contributing to the community through meal-time, housekeeping, or maintenance work.

**Compensation and Benefits:** The salary is decided by the Board. Benefits include medical, dental and life insurance, a retirement plan, generous paid vacation days (20), sick days (15), and holidays (10), parental leave, the opportunity to obtain a Swarthmore College ID card, which enables access to the Swarthmore library and recreational facilities, and the opportunity to take Pendle Hill courses for free. Overall taxable compensation may also include on-campus residence and board (depending on the availability of housing, at Pendle Hill's discretion).

**Nondiscrimination Policy:** Pendle Hill appoints individuals without discrimination based on color, ethnicity, race, sexual orientation, class, gender identity or expression, pregnancy, age, national origin, ancestry, ability, marital status, domestic partnership or civil union status, religious affiliation, or any other category protected by law. Pendle Hill recognizes that some of these categories are social constructs, not rooted in science. Our aim is to be inclusive and affirming.

**Background Checks:** Pendle Hill conducts a background check for all candidates prior to hire.

**Interested?** Please submit a current resume; contact information for 3 references, of your choosing; and a cover letter to [executivedirectorsearch@pendlehill.org](mailto:executivedirectorsearch@pendlehill.org). Please put “Executive Director” and your last name in the email subject line.

Review of applications will begin in January and continue until the position is filled, with a hoped for start date in the spring of 2020.

Further materials of interest can be found on the Pendle Hill website at:

<https://pendlehill.org/explore/employment/>