



Director of Operations

Experience creative self-expression and rich connections in an environment where heart and meaning are a part of everyday life! [Mount Madonna Center](#) is offering a unique opportunity for an inspired and motivated individual interested in serving within a renowned retreat center and multigenerational yoga community overlooking Monterey Bay.

Mount Madonna is a center for learning that offers practices for living for the sincere seekers, thought leaders, retreat goers, teachers and students who desire an experience at the source. Since 1978, we have been honored to host both luminaries and practitioners in spiritual and religious traditions, artistic endeavors, social justice, and conscious business, among many others. Our residential community of practice and activities have been inspired by the yoga teachings and example of master yogi, Baba Hari Dass.

Mount Madonna prioritizes diversity, equity, inclusion, and belonging and strives to create a culture that empowers and supports individuals to bring their full and authentic self to the workplace. We look forward to hearing from you!

POSITION: Full-time Director of Operations

Reports to: Executive Director

JOB LOCATION: Mount Madonna Center - 445 Summit Road, Watsonville, CA, 95076

JOB SUMMARY: The Director of Operations will serve as the lead for all of the Center's operations, ensuring operational functionality and sustainability. The ideal candidate has excellent communication skills, is self-directed and organized, loves to problem-solve, coordinate, and create sustainable systems and strong working relationships. This position requires creativity and adaptability, as well as strong interpersonal and influencing skills and the ability to be flexible and envision improvements and system changes. The Director of Operations reports to the Executive Director.

Mount Madonna Center is in the midst of a dynamic reorganization and renewal process, as it builds back from COVID, and also develops new positions previously held by founding members of the organization. The ideal candidate will be excited by the prospect of helping to sustain existing operational features while establishing new structures and processes to serve the organization in the current, developing context. The Director of Operations will serve as a forward-thinking member of the leadership team to advance the mission, while staying rooted in the reality of everyday operations and historical context.

Responsibilities include, but are not limited to, the following:

- Maintain working knowledge of all service areas/departments
- Understand mission, functions, needs, and unique features of all areas
- Accurately assess organizational capacity and area needs
- Enable teams to succeed
- Coordinate service areas to achieve shared goals and meet the Mount Madonna mission
- Ensure standards and protocols are met across all service areas
- Ensure accountability to organizational policies and agreements through communication and training
- Ensure all direct reports receive proper training
- Work closely with the Human Resource Development team, Community Well-being, Finance, other Directors and Area Leads

Key skills, experience, and requirements:

- Superior verbal and written communication and interpersonal skills
- Organized and self-directed
- In depth understanding of practices, theories, and policies involved in business and finance
- Superior managerial and diplomacy skills
- Proficient in Microsoft Office and Google Suite.
- Experience with Monday.com a plus.
- Ability to adapt to, and successfully use, custom software
- Excellent analytical, decision-making, and problem-solving skills
- Effective compassionate leadership skills

JOB TYPE: Full-time salaried

RATE OF PAY: 70K to 85K, depending on experience.

Residential Position Available:

This position offers the opportunity to reside in a yoga community in beautiful natural surroundings. We prefer to hire a residential staff member, but are accepting all applications. Residential housing and all meals are included in an affordable activity fee. Those interested in joining our multigenerational residential community of practice would be open to living in an intentional yoga community and engaging with others in a positive way. The community asks everyone to abide by the vegetarian guidelines while on the property. More details about the residential agreements will be provided during the interview.

BENEFITS:

SALARIED POSITIONS

- Full time salaried
 - Medical and dental insurance after 2 months of employment
 - Vacation time: 1 day per month accrued, increases with longevity
 - Sick time: 12 days annually
- Employee Sponsored Retirement Savings Plan after 3 months of employment
- Free meals cooked fresh daily for residential employees. For offland employees: one meal per day while working on site and reduced overnight accommodations when work-related
- Reduced rates on massage
- Access to:
 - Meditation, asana (postures), and yoga philosophy classes
 - Walking/hiking trails with broad vistas, redwood forests, ponds and wildlife
 - Cafe and bookstore
 - Community garden and chickens
 - Hot tub
 - Community events
 - Seasonal retreats and programs

APPLICATION: *Thank you for your interest! Please send your resume and cover letter to work@mountmadonna.org.*

Mount Madonna Center maintains a policy of providing equal opportunity in all aspects of employment.

a) It is the policy of Hanuman Fellowship to ensure equal employment opportunity for all persons regardless of race, color, religion, age, disability, national origin, creed, gender, gender identity, sexual preference or any other non-merit factor.

b) It is the policy of Hanuman Fellowship to ensure equal treatment, including but not limited to recruitment, hiring, promotion, discipline, compensation, assignment, benefits, training, furloughs and rehiring.