

Mount Madonna Center  
Executive Director Job Description  
January 5, 2021

The Hanuman Fellowship Board of Directors is seeking to fill the position of Executive Director of Mount Madonna Center (MMC).

[Mount Madonna Center](#) is a spiritual community and retreat center, located in the Santa Cruz Mountains overlooking the Monterey Bay. For over 40 years MMC has provided the opportunity for personal transformation for the residential community and the many guests who come to study Yoga and a myriad of other spiritual and personal growth disciplines. This commitment to personal transformation has spawned a vibrant conference facility that hosts world class presenters in many spiritual traditions, education, psychology, health, and wellness. These programs are offered alongside Mount Madonna Institute's own programs in Yoga, Ayurveda, and Community Studies. Life at the Center is both active and reflective, where values that have heart and meaning structure everyday life.

Inspired by the example of dedicated teacher and master yogi, [Baba Hari Dass](#) (Babaji), the community's many projects have evolved organically into a vibrant space that fosters learning and self-development. The original guiding principles of respect for teachings, community, service, opportunity and collaboration remain core to MMC management.

At this time, the HFS Board is looking for Executive Director leadership to integrate and adapt these guiding principles to ensure a sustainable future and enhance its mission and values.

The ideal candidate will be committed to the values and mission of the HFS, and both articulate and implement the mission in aspects of the Center's operations. In keeping with MMC mission, the ED fosters the traditions, relationships, and practices that determine the Center's ethos, culture, identity and institutional climate.

Mount Madonna Center is currently in the midst of an intergenerational transition, and the ED model represents an adaptation and integration of MMC's historical leadership model. Therefore, the ideal candidate will be inspired by the opportunity to work within this dynamic setting.

The ED is responsible for the overall management of MMC in accordance with the HFS Board of Directors' policies and in collaboration with the Area Directors, staff, residents and volunteers. Although much of this work requires proper delegation, the ED has ultimate and overall responsibility for Board relations, business affairs, staffing, operations, and facilities.

The ED maintains good relationships with other entities co-located on the MMC property (Mount Madonna Institute, Mount Madonna School and Sri Rama Foundation). The ED ensures successful and harmonious on-site operations, and is a consistent ambassador for the Center in its internal and external relationships, including with community, residents, staff, guests, neighbors, business community, and governmental agencies.

## **Board Relations**

The Executive Director is responsible for the following:

1. Keeping the Board informed of all essential matters related to the Center through reports at Board meetings and other means.
2. Providing information to assist the Board in its work of making informed decisions regarding MMC.
3. Planning, executing and reporting an annual budget to the Board.
4. Working with the Board on maintaining a dynamic, collaborative strategic plan.
5. Working with the Board on new initiatives, policy changes, or significant financial decisions.
6. Setting annual goals, monitoring and reporting progress on a regular basis, and evaluating outcomes with the Board.

## **Business, Finance, Legal**

The Executive Director:

1. Oversees and implements resources to manage MMC's operations within Board-approved budget and relevant legal requirements, in order to ensure the financial health of the organization.
2. Is accountable for the business functions of the Center, including: (i) monitoring and reporting income, expenses, investments, cash flow and contracts; (ii) submission to the Board of a proposed annual budget for approval and quarterly financial statements that accurately reflect the financial condition of the organization, comparing actuals to budget; and (iii) maintenance of the appropriate records and assisting the MMC's auditors and accountants.

3. Supports the planning and approval of major capital purchases, major repairs, building and development projects with the Finance Committee, Area Directors, and the Board of Directors.
4. Reviews and approves contracts for services within limits defined by the Board of Directors.

## **Staffing and Operations**

### **The Executive Director**

1. Leads MMC in a manner that supports the vitality and sustainability of the community.
2. Works collaboratively with the Board, residents, staff and volunteers to ensure that MMC continues to successfully fulfill its mission and strategic plan through community engagement.
3. Collaborates with Area Directors to manage MMC activities, and administer employment and administrative policies and procedures for all functions and day-to-day operations of MMC.
4. Works in partnership with Area Directors to manage the hiring and development of staff, including structures and systems for staff mentorship, training, performance evaluation and feedback.
5. Establishes employment and administrative policies and procedures for all functions and day-to-day operations of MMC.
6. Fosters professionalism, collegiality, conflict resolution, and ethical conduct in staff, volunteers, residents.

## **Additional Attributes**

### **The Executive Director should have:**

- Ability to navigate the complexity, challenge and opportunity of working with a deeply committed long-term residential and extended community.
- Demonstrated experience as a collaborative leader with the ability to motivate, inspire vision, and encourage others to share their gifts in a cooperative and congenial work environment.
- Ability and commitment to identify, recruit, and mentor capable, diverse staff, with the strength to hold all staff accountable, and to make difficult personnel changes if necessary.

- Ability to foster high-performing teams with trusting relationships, and to skillfully delegate while also maintaining a “no-job-too-small” attitude.
- An understanding of and empathy for the compensation needs of staff, and ability to balance staff and organization interests.

Mount Madonna Center is an equal opportunity employer and welcomes a diverse candidate pool. We recognize diversity as important to accomplishing our work and view diversity as encompassing differences in race and gender, as well as age, nation of origin, disability, sexual orientation, gender identity or expression, job skills, education, and geographic location.

## **HISTORY AND CURRENT CONTEXT OF THE OPPORTUNITY**

The Center’s 380 acre redwood forested property is owned by Hanuman Fellowship (501c3) whose mission is Service (Karma Yoga), Spiritual Practice (Sadhana) and Community (Satsang). The land and the MMC activities, including [Sankat Mochan Hanuman Temple](#), are stewarded by residents who make up a community of practice devoted to the HFS and MMC mission. Additional 501c3 projects hosted on the property are [Mount Madonna School](#) (MMS), [Mount Madonna Institute](#) (MMI) and [Sri Rama Foundation](#) (SRF). MMS is a PreK-12th grade private accredited children’s school serving 160 students and their families. MMI is a post-secondary college established to preserve and promote traditional lineage teachings that offers programs, certificates and degrees in Yoga, Ayurveda and Community Studies. SRF supports an orphanage and children’s school in India and publishes the writings of Baba Hari Dass.

This is a time of great transition in that the passing of HFS/MMC’s inspirational leader, [Baba Hari Dass](#), and the aging of the founding community members, naturally brings the questions of sustainability and organizational structure to the forefront. MMC has matured from its small beginnings to the vibrant institution it is today, poised for its next level of leadership, organizational development and mission fulfillment.

The ED model will represent an adaptation and integration of MMC’s historical leadership model. To give context, in 1974 a handful of Babaji’s students, with his blessing and supervision, formed the Land Committee to search for appropriate property to purchase. The idea was to host an intentional community devoted to the broad teachings of Ashtanga Yoga including selfless service, meditation, ritual and study, as well as to build a retreat and conference facility to support the community and the yogic teachings, and to responsibly steward and protect a beautiful and supportive land. The property and all buildings on it are owned by the not-for-profit HFS.

Throughout his participation, Babaji continued to exemplify the embodiment of spiritual development, applied philosophical and ethical yogic teachings to contemporary life, and provided direction, advice, humor, and encouragement. As *guru* to many community members, his was a primary relationship and he was able to bond diversity to shared aim, seemingly effortlessly arbitrate disagreements, and raise the bar on individual's actions within the community context. His sense of purpose, selflessness, and discipline inspired his students and fueled the positive development of MMC.

The guiding principles for MMC organizational structure and development are dedication to the spiritual teachings and to a community of practice, openness to possibility, collaborative spirit with receptivity to all member's gifts, self-chosen service, and respect for and stewardship of the land. From 1978-2018 MMC was led by small collaborative decision-making committees under the leadership of the HFS Board, Center Director, and Directors of various areas of MMC's activities. This inclusive and flexible management system fulfilled much of HFS/MMC mission and values, served to grow the community and the retreat and conference capacities, sponsored the Sankat Mochan Hanuman Temple, and supported the development of the educational offerings of MMS and MMI.

Eventually the growth and demands of the Center, as well as the recognized time of transition, precipitated a new management structure and fresh look at leadership models. In 2018 an Executive Director model was introduced, reporting to the HFS Board.

***Please submit resume and cover letter to [HRD@mountmadonna.org](mailto:HRD@mountmadonna.org)  
Taking applications until April 1st. Applications will be reviewed on a rolling basis.***