



INVITATION TO APPLY FOR POSITION OF EXECUTIVE DIRECTOR

As the Whidbey Institute at Chinook prepares to celebrate its 15th anniversary, a new Executive Director is being sought to succeed Dianne Shiner. After guiding the Institute through a remarkable period of renewal, re-connection and re-dedication to the Institute's purposes, Dianne is retiring.

The Whidbey Institute at Chinook serves as a center for the study and practice of interdependence among Earth, Spirit, and the Human Future. Programs perpetuate and expand the original vision of Chinook founders Fritz and Vivienne Hull and build on the core program leadership provided by Sharon Parks, Larry Daloz, and other key contributors. The Institute is a place for personal and spiritual renewal, for learning from the natural world, and for convening conversations that matter on behalf of the common good. The center welcomes a wide range of organizations and individuals who discover and value the hospitality and deep resonance with the natural world and with Spirit as experienced while on the Chinook Lands.

The Whidbey Institute seeks to foster bioregional environmental and spiritual consciousness, to nourish a new social and economic imagination, to actively engage cross-sector collaboration, and to cultivate the formation of creative, adaptive leadership on behalf of the common good.

The Whidbey Institute is a complex organization with many of the functions of larger non-profits, yet we operate with a modest budget of \$500,000, a lean staff of 10, and the dedication to enlisting others in supporting this work as volunteers and donors. The organization is value and mission-driven. Its purpose is to midwife emergent sustainable social change while attending to its own fiscal sustainability. At the Institute, we enjoy a bioregional and national reach, while residing within an island community with valuable local relationships. We hold a clearly focused mission and we also remember that any action can have far-reaching effects and that we are part of a larger, interdependent whole.

Over the next 2-3 years, the Board of Directors, staff, and committed volunteers will pursue strategic directions that leverage the ability of the Institute to host individuals and convene groups in conversations and/or experiences that matter in service to the collective whole. We intend to embody these strategic directions in all aspects of land and facilities planning, program development, fundraising, and partnering. The Institute's Strategic Directions are:

EARTH

- **Protect and Nurture the Intimate Scale of the Chinook Lands.** Manage physical growth and improvements on the land so that the direct, personal experience of the sacred will continue to catch newcomers by surprise and beckon old friends back home.
- **Live in Harmony with Nature.** Ensure that current and future operations use best practices for sustainability and ecological stewardship and modeling, and that balanced decisions about growth naturally entertain the question: “How much is enough?”

SPIRIT

- **Strengthen our Spiritual Foundation.** Consciously embrace our mutual intention to invite spirit into the workings of the Whidbey Institute and into our practices of daily life, all the while honoring diversity and acknowledging the vitality of numerous paths to spirit.
- **Cultivate our Sense of Hospitality.** Build on the natural beauty of our place to warmly welcome visitors and participants into a state of comfort, contemplation, and conviviality, where they may directly experience the connection between earth, spirit, and community for the deep renewal of their own work in the world.

THE HUMAN FUTURE

- **Nurture an Intergenerational Culture.** Seek active engagement with people in younger generations to foster two-way mentoring relationships and to build both the capabilities and the desire for leadership in those who will guide the Whidbey Institute in years to come.
- **Deepen Partnerships and Connections.** Commit to alliances with like-minded groups to take advantage of the synergies of place, program, and purpose, and to facilitate increased community and networking among people drawn to the Whidbey Institute.

PROFILE OF THE SUCCESSFUL CANDIDATE:

- ***Embodies the mission and clearly conveys the meaning of the Institute’s place and programs.***
 - Exudes a passion for and commitment to what the Whidbey Institute embodies and serves
 - Reflects an inclusive, spirit-centered sense of self, along with a personal reflective, spiritual discipline and a degree of humility
 - Demonstrates a deep sense of trust in the Universe, but is not at the same time naive

- Acts with ecological and environmental awareness congruent with personal practices and passion for wholistic and systemic approaches to our collective work
 - Lives authentically and ethically with awareness and appreciation for cultural differences
 - Resides on South Whidbey and is invested in its social networks (Candidates currently from off the island are asked to address how they would satisfy this expectation.)
 - Learns continuously with a strong sense of self
 - Speaks well extemporaneously while conveying the hospitality, spirit, and inclusiveness of the Institute
 - Intuits right relationship with all, builds collaborative relationships, and acts respectfully toward others
- ***Experienced non-profit leadership, program, marketing, operations and fiscal management***
- Brings experience with retreat centers and/or conference centers and programming
 - Can think like an educator; understands curriculum development and the mission of the Institute as fundamentally educational
 - Leads as a strategic thinker and doer who then manages vision and purpose with clear priorities
 - Develops staff capacity to provide a truly hospitable experience for guests
 - Delegates and ensures alignment with the Institute's mission and goals
 - Engages the local community and others in volunteer support that serves the Institute's needs and mission
 - Manifests a healthy relationship with money, is comfortable with and successful at raising both friends and funds in annual and capital campaigns
 - Utilizes market information to build a sustainable business model for the whole of the retreat center and for its programs by nurturing their synergy and interdependence
 - Oversees the quality and cost effectiveness of the retreat center and its programs
 - Budgets, interprets financial data and manages the bottom line with confidence and effectiveness
 - Ensures that the growth of the Institute and its facilities continues to embody its purpose and right relationship with the land

RESPONSIBILITIES:

The Executive Director provides strong, focused management and oversight of all marketing and operations of the Whidbey Institute at Chinook. Specifically:

- Partners with Board and Board committees, serving as liaison between Board and staff
- Develops, supervises and evaluates staff
- Manages the retreat center
 - Oversees all bookings, service delivery, payment, and user satisfaction
 - Increases retreat center utilization by expanding the current market for retreat center services
 - Cultivates creative and meaningful partnerships and participates in networks of appropriate organizations with common purposes
- Recognizes the learning now required in our society and provides leadership in the further development of the educational mission of the Institute by managing programs through outside collaborations and internal development
- Markets the Institute through networks, partnerships, the web site and print materials
- Stewards the maintenance of the physical plant and provides oversight of facility expansion
- Develops and maintains relationships with stakeholders
- Manages financial resources
- Assists the Board with fundraising, development, and capital campaign
- Collaborates with board on long-range planning

QUALIFICATIONS:

- Bachelors degree minimum; Masters degree desirable; Ph.D. valuable
- 5+ years of experience in leadership and management roles
- 5+ years of experience in hospitality with proven track record of sales and management (facilities management preferred)
- 5+ years of experience developing signature programs
- Understanding of technology and Internet experience preferred

COMPENSATION:

Salary dependent on qualifications with an expected range of \$50-56,000 to start. Flexible schedule and benefits available.

APPLICATION PROCESS:

- 1) Visit www.whidbeyinstitute.org to learn more about the Whidbey Institute at Chinook.
- 2) To be considered for this position, please send the following electronically to search@whidbeyinsitutute.org:
 - a) a cover letter
 - b) answers to the 5 questions below
 - c) résumé
 - d) the names, titles and contact information for 3 references
- 3) The Search Committee will begin reviewing applications on September 19, 2008 and will accept and consider any applications received before the position is filled.
- 4) The Board of Directors intends to have the next Executive Director of the Whidbey Institute begin work on January 2, 2009.

Questions to be answered by applicants for the position of Whidbey Institute Executive Director (maximum of 2 pages for all answers):

- 1) Why would you like to be Executive Director of Whidbey Institute?
- 2) What are some highlights from your work experience that you think would make you a good fit for this position?
- 3) What would you like us to know about you personally?
- 4) Is there anything else you would like us to know?
- 5) How did you learn about this position opening?