



# Philadelphia Yearly Meeting *of the Religious Society of Friends*

## Job Description

### **Director of Burlington Meeting House and Conference Center** **Philadelphia Yearly Meeting of the Religious Society of Friends**

**Position Summary:** The Director of the Burlington Meeting House and Conference Center is responsible for the management of the Meeting House and grounds ("facility"). This responsibility includes, but is not limited to, managing the use, marketing, rental, operations and maintenance of the facility.

#### **Key Responsibilities:**

1. Maintain a high functioning and well run facility which enjoys a reputation for its F/friendly and welcoming environment.
2. Supervise those who are or will be engaged to work at the facility.
3. Oversee and direct the use of vendors providing services to the facility.
4. Support the needs and requirements of the Philadelphia Yearly Meeting and its committees, with special attention to Young Adult Friends, Young Friends, Middle School Friends and other programs.
5. Consistent with the needs of its primary users, pro-actively market and rent the facility to other persons or groups, Quaker and non-Quaker, whose purposes, reputations and planned usage are compatible with Quaker faith and practice. Possible uses might include, but are not limited to, corporate functions, conferences, graduations, weddings and memorial meetings.
6. Maintain a computerized scheduling system to track and book events and costs.
7. Maintain consistent pricing schedule for events, meetings and conferences.
8. Maintain accurate records of accounts receivable, accounts payable and budget management.
9. Maintain and update database of local/regional caterers and other vendors which may be used to handle rental needs for the facility and oversee contracts with such outsourced vendors.
10. Participate actively with local community groups.
11. Oversee maintenance and security of grounds, building, systems and equipment while ensuring compliance with government codes.
12. Provide staff support to relevant Yearly Meeting committees and working groups.
13. Work with PYM's Associate Secretary of Finance and Business (Associate Secretary) on major capital improvements, project, and budgets.
14. Work with PYM's Associate Secretary on the following areas: create marketing strategy to increase visibility, outreach and marketability of the facility and its programs; create print and internet-related marketing materials; and create and maintain an accurate database of different user groups.
15. Be willing to help out with any task as the need arises; perform relevant tasks as may be directed by PYM's Associate Secretary.
16. Attend Yearly Meeting sessions, including Residential Yearly Meeting, as possible given activities at Burlington Meeting House.

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**Qualifications:**

1. Experience in business and/or property/facilities management.
2. Experience in managing an historic building or a non-profit organization desirable.
3. A warm and outgoing personality.
4. Knowledge of budgeting, strategic planning, marketing and human resources are desirable.
5. Ability to work well with members who volunteer their time and who are invested in their work.
6. Excellent written and verbal communications skills.
7. Proficiency in MS Excel and word processing.
8. Ability to attend at least two meetings monthly outside normal working hours.
9. A bachelors degree with a preference for a degree in a relevant field, or equivalent work experience. A related advanced degree is desirable.
10. A member of the Religious Society of Friends is strongly preferred.
11. A flexible attitude and a willingness to help others with their tasks on an as needed basis.

**Accountability:** This position reports to the Associate Secretary of Finance and Business of the Philadelphia Yearly Meeting. This is a Band 2 position (hiring range \$42,000-\$48,000).

**Note:** All Philadelphia Yearly Meeting staff members work in a collaborative manner to support the concrete and spiritual goals of Philadelphia Yearly Meeting as a whole. In that context all are expected to be flexible, collegial, and willing to accept a variety of assignments.

*Application Process:*

- A search committee is in the process of being formed.
- In the meantime, please provide a letter of interest (include salary history and salary expectation), resume and three references to the attention of:  
Ginny Connolly, Human Resources ([humanresources@pym.org](mailto:humanresources@pym.org))  
Philadelphia Yearly Meeting  
1515 Cherry Street, Philadelphia, PA 19102  
RE: "Director of Burlington Meeting House and Conference Center."
- Application deadline: June 30, 2008

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