

**Murray Grove Retreat & Renewal Center**  
**431 Route 9 North, Lanoka Harbor, NJ 08734-0246**

[www.murraygrove.org](http://www.murraygrove.org)

Thank you for accessing the application packet prepared by the Murray Grove Retreat & Renewal Center Transition Team to launch its search for the Center's next Executive Director. This packet includes the following parts:

1. Letter from the Murray Grove Association Board of Trustees President, Dominick DePinto
2. Search announcement
3. Murray Grove Association's Mission, Purpose and Global Ends
4. Executive Director Job Description
5. Next steps

Thank you for your interest in Murray Grove!

**Letter from the Board President**

Dear Prospective Candidate,

On behalf of the Board of Trustees of the Murray Grove Association, the governing body of the Murray Grove Retreat & Renewal Center, I welcome you to our search for the Center's next Executive Director.

Murray Grove is the historical birthplace of Universalism in America. The Universalist and Unitarian denominations merged in 1961 to form the Unitarian Universalist Association. Murray Grove traces its roots as a pilgrimage and retreat site to October 7, 1832 when Rev. Abel C. Thomas led the first Universalist pilgrimage to Good Luck, New Jersey, the name of this area in 1832, to honor the memory of Thomas Potter and the Rev. John Murray. As in 1832, the communities of people who now operate Murray Grove are deeply committed to the range of programs that help all people manifest their best selves and highest purposes.

Now, nearly 250 years since John Murray preached the first Universalist message on Thomas Potter's farm where Murray Grove now stands, we have become a center for welcoming retreats, family reunions, weddings, youth gatherings, arts and cultural events, and environmental and social justice groups. Murray Grove is a magical place that regularly invokes imagination and inspiration for all visitors, staff, and its Board of Trustees.

The Board of Trustees seeks in its next Executive Director a leader dedicated to sustaining the Center for retreat and renewal of spirit, mind, and body and the preservation of Unitarian Universalist history and heritage, through astute management, promotion of educational

opportunities and the arts, and prophetic outreach. Working with the Board, this leader will help imagine Murray Grove's future, leading and managing the staff and volunteers; and nurturing the extended Murray Grove community. If you feel compelled to explore the possibility of serving as Murray Grove's next Executive Director, know that the Transition Team looks forward to exploring your gifts.

With gratitude for your interest in Murray Grove and our journey of discernment,

Dominick DePinto  
President, Board of Trustees  
Murray Grove Association

## Search Announcement

The Board of Trustees of *the Murray Grove Retreat & Renewal Center*, located in Lanoka Harbor, New Jersey, is pleased to announce its search for our next **Executive Director** to assume duties on or before **February 15, 2020**.

Murray Grove is a peaceful place offering hospitality to its guests so they can disconnect from the concerns of their everyday lives and concentrate fully on what brings them to this sacred space. The Murray Grove Association, a private, non-profit 501(c) (3) organization owns and operates the Center.

Located near Barnegat Bay and close to the New Jersey coast, 90 minutes' drive south of New York City and about the same distance east of Philadelphia, Murray Grove occupies twenty lovely partially wooded acres. Adjoining it is 200 acres of the Edwin B. Forsythe Wildlife Preserve, with nature trails leading through woods to the wetlands on Barnegat Bay, encompassing several ecosystems. Our 20-acre campus is open all year and includes:

- A lodge with fireside room and fireplace, dining room, commercial kitchen, office
- Cone House newly renovated multipurpose room
- Screen House for outdoor meetings and events
- Weakley House lodging (accommodates up to 22)
- Friedrich House lodging (accommodates up to 20)
- Parker House resident lodging
- Courtyard
- Outdoor wedding chapel
- Fire circle
- Barbecue grills
- Salt water pool, in season

- 11-circuit labyrinth
- Large athletic field with play structure
- Walking trails in the wildlife preserve immediately adjacent
- Camping area
- Universalist National Cemetery
- Potter Memorial Chapel in the old Good Luck Cemetery next door to Murray Grove and a Universalist history of almost 250 years

Murray Grove is a spiritual and educational organization offering a natural setting for congregations, organizations and the public's use for the exchange of a wide variety of ideas and beliefs consistent with Unitarian Universalist principles and values.

People of all faiths and backgrounds come to Murray Grove to explore diverse, far-reaching subjects in order to learn about themselves, each other, our cultures and the earth, and go forth with new knowledge, insight, and courage. We do this by offering, in a safe and supportive environment, camp and conference facilities and programs that touch people's depths and have a lasting effect. In addition, Murray Grove offers its facility for weddings, family reunions, and local community organizations.

Louise Ille came to Murray Grove in 2007 as Executive Director of the Center. After 12 years of distinguished service, she will retire on February 29, 2020. Louise's greatest gifts to Murray Grove have been her dedication to the ideals of Murray Grove; her creative, innovative approach to problem-solving; her management of the Center in alignment with our Unitarian Universalist (UU) values and principles; an ability to foster healthy relationships among the unique communities of people who gather at Murray Grove year after year; and her special way of treating everyone with a combination of love, honesty, and respect.

We seek in our next Executive Director a leader who will be dedicated to ensuring Murray Grove remains a natural setting for hope, transformation, service and fun! Our next Executive Director will (1) manage and optimize Murray Grove's operations; and (2) lead a development strategy that will support the Center's mission, programs and operations in the short and long term. And so, with a deep commitment to the UU principles, which honor, among other things, the interdependent web of all existence, and the inherent worth and dignity of every person, we invite you to apply to be our next Executive Director who will take the helm to guide and lead the on-site and extended Murray Grove community.

**Application Process:** If you feel compelled to walk this journey of discernment with us, know that we look forward to discovering your gifts. Interested candidates may follow the procedure described below to apply for the position:

- a) Review this complete packet
- b) Send a letter of introduction and resume to Ron Schaeffer, Transition Team Chair, at [rschaeffer111@gmail.com](mailto:rschaeffer111@gmail.com).

## Murray Grove Association's Mission, Purpose and Global Ends

The Murray Grove Association exists as a living memorial to the life and the Universalist faith of John Murray and Thomas Potter. Unitarian Universalists and friends and neighbors who seek to give to the world hope and courage enliven the legacy of Universalism by promoting the union of faith, love and actions as inspired foundations of building beloved communities.

*Mission:* To provide a sustainable center for retreat and renewal of spirit, mind, and body and the preservation of Unitarian Universalist history and heritage through educational opportunities, the arts, and prophetic outreach.

*Purpose:*

- a) To provide a spiritual, moral, educational, and cultural presence in the larger community;
- b) To provide facilities for meetings, conferences, worship services and recreation for its members, for persons and organizations affiliated with Unitarian Universalism, and for the public
- c) To preserve the heritage of the historical birthplace of Universalism in America as a memorial to the lives and labors of Thomas Potter and John Murray; and
- d) To promote the principles of Unitarian Universalism

The policies, resources and actions of the Board and the Executive Director focus on achieving the Global Policy Ends to ensure Murray Grove provides:

- a) A preserved historic pilgrimage site where people of all traditions experience the heritage of Thomas Potter and John Murray;
- b) A sustainable residential retreat and renewal center where guests experience respite from everyday stresses, and gain strength and deepened capacity for unconditional love and radical inclusion;
- c) Educational opportunities where persons of all ages expand knowledge of Universalism, and spread the message of love, hope and courage – thus strengthening the Unitarian Universalist faith;
- d) Prophetic outreach where religious and community leadership promotes love, justice and kindness in our communities and the greater world; and,
- e) A venue for the arts, where artists in all media develop and present their art in service to the spirit of love, hope, and courage.

## **Murray Grove Retreat & Renewal Center Executive Director Job Description**

### **SUMMARY**

The Executive Director provides the vision and empowering leadership for the operations, stewardship, marketing, and programming of the Center. The Executive Director reports to the Board of Trustees and is accountable for the development and fulfillment of Murray Grove's vision and purpose.

### **Major Duties & Responsibilities:**

#### **Operations**

1. Directs Murray Grove's year-round, 24/7 administration and operations
2. Cultivates an environment that welcomes guests and creates memorable programs or retreat experiences through management of buildings, grounds and guest space
3. Develops collaborative relationships with community, guests, donors and the Unitarian Universalist Ocean County Congregation (UUOCC) which holds worship services on the Murray Grove campus
4. Recruits, hires, and develops a highly effective, efficient, and supportive team, inclusive of part-time and seasonal staff

#### **Programming**

1. Develops and nurtures high quality programs and events aligned with the mission, vision, and values of Murray Grove
2. Encourages high level of promotion and participation in Murray Groves programming and events

#### **Marketing**

1. Leads marketing and public relations efforts to promote Murray Grove and its programs to guests, members, donors, allied organizations, grantors, Unitarian Universalist congregations and the local communities at large
2. Actively engages with the communities surrounding Murray Grove to provide a spiritual, moral, educational and cultural presence in the larger community

#### **Stewardship and Financial Responsibilities**

1. Works with the Board to develop and execute a long-range plan for operations, programming, marketing and stewardship
2. Stewards finances and other resources to ensure the long term health and sustainability of Murray Grove
3. Partners with the Board's Sustainability Committee to develop grants as a

major source of funding.

4. Develops and implements effective fundraising plans including being personally involved in major donor cultivation and solicitation

## **Qualifications and Experience**

### **Skills Required:**

- Strong organizational leadership skills, with an empowering management style
- Experienced in leading operations including the creation and oversight of budgets and operational plans Strategic planning and creative problem solving
- Ability to create and develop programs that meets community needs
- Fundraising skills, including the ability to represent Murray Grove with enthusiasm and passion to donors, visitors, and the public
- Marketing, promotion, and networking skills
- Ability to work well with people from diverse backgrounds, including people from diverse faith communities
- Flexibility and adaptability to manage the fluctuating demands of a 24/7 conference center

### **Work Experience and Education:**

- Five years of experience or more in hospitality, camp, or conference center management position with executive-level and financial responsibilities
- Five years of management experience or more in the non-profit sector, including financial responsibilities
- Development and event-planning experience
- Marketing experience
- Bachelor's degree

***Residency Requirement:*** *The Executive Director is required to reside within a reasonable daily commuting distance to Murray Grove in order to be actively involved in the communities and cultures surrounding Murray Grove. Residing a daily commuting distance is necessary to develop and maintain community relations integral to the success of the Center and to be available for any emergencies that may occur at the Center.*

### **Next Steps:**

The Search Committee reviews letters of introduction and resumes determining which candidates advance to Round 2 of the search process.

**9/9/19**