



Subject: Vice President of Hospitality and Facilities for Montreat Conference Center

Montreat Conference Center is seeking a vice president of hospitality and facilities.

The vice president of hospitality and facilities serves as a member of the President's Senior Leadership Team and is responsible for the provision of exceptional guest experiences on the grounds of the conference center. The vice president leads a trained, dedicated staff to deliver excellent customer service and hospitality to more than 25,000 guests each year, and manages the day-to-day operations of the conference center's properties, including the Assembly Inn, lodges, meeting space, office buildings, grounds, food service areas, and campground. Further, the vice president directs capital maintenance and improvements, and is an important voice in determining the future development of the campus.

The successful candidate will be a college graduate and have at least five years in the hospitality or camp/ conference center field with demonstrated success in facility management. He/she should have excellent analytical and leadership skills and the ability to lead a team of professionals.

Montreat Conference Center is one of the largest conference centers affiliated with the Presbyterian Church (U.S.A.). The conference center has an annual budget of over \$7 million and has recently completed a \$17 million capital campaign. Located in Western North Carolina, Montreat was founded in 1897 and is visited by thousands of people from around the country. Each year, Montreat Conference Center hosts:

- over 5,000 youth that attend one of our six youth conferences;
- over 40 conferences and programs attended by pastors and committed lay people from around the country;
- weekly summer Sunday worship services in historic Anderson Auditorium;
- over ten weeks of Road Scholar Programs;
- hundreds of guest groups who come to private retreats held at our center;

- thousands of people from the surrounding community to enjoy the natural beauty of our hiking trails and other recreational opportunities.

Interested candidates should submit a resume to pollyc@montreat.org.