

## Job Description

### Windcall Futures Project Director

December 6, 2006

Reports to: Common Counsel Foundation Senior Program Officer. This position will work in a team with Common Counsel staff and with volunteer Windcall Futures Committee members and allies.

Summary: The Windcall Futures Project's mission is to strengthen the work of social change organizations by offering social and environmental justice organizers a renewing, cost-free, reflective retreat in a beautiful natural location.

The Windcall Futures Project started in 2003 as a project of the Common Counsel Foundation to continue the legacy of the Windcall Resident Program. Windcall was founded in 1989 on a ranch in southwestern Montana and has hosted over 400 social justice leaders for two or four week sessions. Windcall Alumni have found the experience to be profoundly transformative for themselves and for their organizations. 2005 is its last year in operation for new Residents. In this critical transition period, a core group of former Windcall Residents, each a leader in the social justice community, has stepped forward to help guide the Windcall Futures Project (WFP). The WFP is working to ensure that future renewal programs are created to continue this valuable and unique resource for social change workers and the organizations they create, build and run. A new site has been identified in Vermont for a trial Windcall program for several months in 2006 and 2007. The WFP also seeks to identify additional or alternative sites for the program and to develop and operate a long-term sustainable funding plan for the future.

#### Job Responsibilities:

The Windcall Futures Project Director will have bottom-line responsibility for the Project. Depending on the candidate, we are flexible in considering a full or a part-time position. In addition, we prefer the Director to be located in the Bay Area, but are willing to be flexible on location as well. We would like the candidate to

start in sometime in January 2006, if possible.

The Windcall Futures Project Director's responsibilities are:

- Work with volunteer Windcall Futures Committee
- Develop leadership on the Windcall Futures Committee
- Coordinate and organize regular meetings of the Windcall Futures Committee (in person and via conference calls and e-mail)
- Track work of sub-committees (Fundraising, Site, and Selection Committees)
  
- Responsible for fundraising. (Approximately 80% of the 2006 budget has already been raised.) In addition, the director will develop and implement a 5-year Business Plan for long-term sustainability of the organization
  
- Create new National Advisory Committee of allies and supporters to help with fundraising and site identification
  
- Build relationships and network with sister organizations:
  - Major national organizing networks, including labor, environmental, and social justice
  - Those doing complimentary work in this field (contemplative leadership, capacity building, integrating spirituality and organizing, renewal, etc.)
  
- Oversee a successful Windcall Futures pilot project at Pie In the Sky B&B in Vermont (working with Common Counsel staff, who will work on outreach and selection process)
  
- Coordinate and attend regional meetings of Windcall Alumni and supporters (initial targeted areas in the first two years are: Northern California, New York City, Chicago, Los Angeles, Boston and North Carolina)
  
- Identify, research, visit and assess potential sites for the new program using models and characteristics already identified in a feasibility study. Coordinate the legal, financial, and structural assessment of each site. There are currently four possible site

scenarios (there are already several potential sites identified):

- A permanent site, with or without buildings already on the site (ideally a donated site, or a reasonably-priced site to be purchased);
- A permanent shared site with another compatible organization (preferably nonprofit);
- A temporary donated site (for example, a progressive donor's vacation home could be used in exchange for a tax write off);
- A temporary rented site.

Qualifications:

A broad understanding and commitment to the social and environmental justice community in the United States is important for this position.

The ideal candidate will have a deep understanding of the Windcall program (either firsthand or through a similar experience), and will embrace the values of the Windcall Futures Project. In addition, at least 5 years of program management experience within the nonprofit and/or foundation community and a proven ability to fundraise from individual donors and foundations is necessary. Excellent written and verbal communication skills are essential. The qualified candidate must be able to thrive in a small yet busy organization and have a sense of humor! Proficiency in Mac OS10, Windows XP, Microsoft Word, Excel, and FileMaker Pro is preferred.

Compensation:

Negotiable, based on experience. We have budgeted for health benefits and a generous vacation package. Please call Sue Hutchinson (510-834-2995) if you are seriously interested and have questions about the salary or benefits.

Please send a resume and cover letter via e-mail or regular mail to:

Sue Hutchinson/WFP

Common Counsel Foundation

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