

## **Nazareth Retreat Center**

**Job Title:** Director

**Reports to:** SCN, Inc.

**FLSA Status:** Exempt

**Position Summary:** full-time; provides leadership, coordinates and promotes all aspects of Nazareth Retreat Center, offers retreats, spiritual direction and spiritual direction training.

### **Essential Duties and Responsibilities include the following:**

#### Leadership/Governance

- ✚ Provides leadership and facilitates growth of the retreat center and maintains its mission in partnership with the Advisory Committee
- ✚ Coordinates corporate reporting and communication with SCN, Inc. consistent with the Guidelines for Congregational Ministries

#### Administration

- ✚ Develops and implements the three year Strategic Plan in collaboration with the Associate Director and the Advisory Committee
- ✚ Prepares all corporate reports
- ✚ Sets all policies of the retreat center
- ✚ Maintains reporting and communication with SCN Western Province Offices

#### Sponsored and Hosted Programs

- ✚ Schedules all sponsored retreat offerings, staying in contact with all guest presenters
- ✚ Maintains communication with Nazareth Campus Service in collaboration with the Associate Director
- ✚ Maintains external communication with appropriate organizations such as the Archdiocese of Louisville, Kentucky Council of Churches, Bardstown Ministerial Association, Bardstown Chamber of Commerce and Spiritual Directors International
- ✚ Develops and offers retreats on campus, off campus and online
- ✚ Directs a Spiritual Direction Training Program
- ✚ Maintains an active schedule of one-on-one spiritual Direction
- ✚ Provides an atmosphere of hospitality for hosted and sponsored groups

## Mission Advancement

- ✚ Oversees marketing efforts
- ✚ Engages in grant writing for the retreat center
- ✚ Maintains communication with the Office of Mission Advancement and the Western Province Communication office

## Finances

- ✚ Develops and oversees the retreat center's annual operating budget

## **Supervisory Responsibilities**

All staff and volunteers of the retreat center

## **Qualifications**

Master's Degree in Theology

Experience in non-profit administration

Embrace the vision and mission of Nazareth Retreat Center and the Sisters of Charity of Nazareth

Experience in working with a retreat center

Experience in giving retreats, spiritual direction and spiritual direction training

Has an openness to spirituality from diverse traditions

Willingness to meet diverse needs of the Retreat Center

Is attentive to one's own spiritual life

Is in ongoing spiritual direction and supervision

Good communication skills and sense of hospitality

Ability to work independently and as a team

Highly organized

Flexible - ability to adjust to schedule changes

Meets deadlines

## **Submit resume and cover letter to:**

Michelle Grgurich, SCN

Director, Office of Congregational Ministries

PO Box 247, Nazareth, KY 40048