

Nazareth Retreat Center

Job Title: Director

Reports to: Liaison to SCN, Inc.

FLSA Status: Exempt

Position Summary: Full-time salaried position with benefits. The Director takes primary responsibility and leadership for the development, marketing and delivery of Nazareth Retreat Center programs, managing staff and volunteers and cultivating donor relations.

The strategic priorities for the Retreat Center are:

- 1) Provide programs and services that reflect the mission and values of the Sisters of Charity of Nazareth and meet the needs of those seeking time and space for spiritual growth
- 2) Expand awareness of programs and services among a constituency that aligns with the mission and values and operate at capacity
- 3) Financial sustainability that includes implementation of advancement strategies.

Essential Duties and Responsibilities include the following:

Leadership/Governance

- Implement policies and practices published in the *Guidelines for Congregational Ministries*
- Coordinate, prepare and submit corporate reporting and communication with the Western Province Board and SCN, Inc.
- Provide leadership and facilitate growth of the Retreat Center and maintain its mission in partnership with the Advisory Committee
- Prepare agenda and meeting materials for quarterly meetings of Advisory Committee and small working groups/sub-committees

Administration

- Develop and implement the three-year Strategic Plan in collaboration with the Associate Director, staff and Advisory Committee
- Carry out, review and propose changes to Retreat Center policies. All changes in policy are reviewed and approved by the Advisory Committee.

Sponsored and Hosted Programs

- Provide an atmosphere of hospitality for hosted and sponsored groups
- Schedule all sponsored retreat offerings, stay in contact with all guest presenters, ensure good communication, proper contracting, stipend, feedback and evaluation
- Develop and offer or coordinate retreats on campus, off campus and online
- Coordinate or offer one-on-one Spiritual Direction
- Ensure physical space is properly prepared for groups
- Assist as necessary with program registration process
- Administer regular evaluations for programs
- Share on-call responsibilities for retreats with Associate Director and staff
- Build partnerships and network with community leaders and other organizations to promote Nazareth Retreat Center's mission, programs and services

Facilities

- Maintain communication with Nazareth Campus Service Directors of Maintenance, Housekeeping, Food Service, Technology and Grounds in collaboration with the Associate Director and staff
- Coordinate needed repairs with Nazareth Campus Service
- Explore/coordinate needed upgrades for guest rooms with Nazareth Campus Service

Mission Advancement/Donor Relations

- Oversee marketing efforts including email marketing, MailChimp, website management, social media and brochures
- Build positive relationships and make strategic connections to cultivate donors
- Prepare and submit grant applications including annual request to SCN Ministry Fund
- Maintain communication with the Office of Mission Advancement for donor relations and Western Province Communications Director for media relations

Finances

- Prepare annual operating budget in collaboration with Advisory Committee
- Monitor income and manage expenses within budget guidelines
- Ensure that all income and expense receipts are submitted to the bookkeeper
- Review monthly financial reports as submitted to the Province Office of Finance Administration
- Provide Advisory Committee with financial reports quarterly

Supervisory Responsibilities

- Staff and volunteers of the Retreat Center

Qualifications

- Master's Degree in Theology, preferred
- Bachelor degree in related field required
- Understanding of non-profit administration
- Embrace mission/vision of Nazareth Retreat Center and the Sisters of Charity of Nazareth
- Experience working with a retreat center, preferred
- Openness to and respect for spirituality from diverse traditions and cultures
- Willingness to meet diverse needs of the Retreat Center
- Attentive to one's own spiritual life, grounded in prayer and spirituality
- Good communication skills and sense of hospitality with individuals and groups
- Ability to work independently and as a team
- Strong organizational, planning and problem solving skills
- Meets deadlines
- Effective oral and written communication skills, including public presentations
- Flexible - ability to adjust to schedule changes
- Computer proficiency with Word, Excel, Access, Publisher, PowerPoint, e-mail marketing (MailChimp), website, Facebook and other social media

Submit resume and cover letter to:

Michelle Grgurich, SCN
Director, Office of Congregational Ministries
PO Box 247
Nazareth, KY 40048