



Executive Director/President

POSITION SUMMARY

The Executive Director provides leadership, direction, and supervision to implement fully the retreat ministry and mission of Mount Manresa (an apostolic work of the New York Province of the Society of Jesus) including the joint strategic plan developed by Mount Manresa collaborating with St. Ignatius Retreat House (a “sister” retreat house located in Manhasset, NY). Mount Manresa’s Board of Directors hires the Executive Director with the approval of the Board of Members (the Provincial of the New York Province and his Consultors). The Executive Director works collaboratively with the Board of Directors and its committees for all planning, organizing and implementation necessary to accomplish Mount Manresa’s ministry and mission.

DUTIES AND RESPONSIBILITIES

1. Maintains and promotes the Catholic, Jesuit, and Ignatian identity of Mount Manresa.
2. Represents Mount Manresa with the public and with the personnel of local dioceses, religious communities, and lay organizations.
3. Implements the strategic priorities that promote and facilitate the retreat ministry and mission.
4. Develops, applies, and evaluates strategies to increase the public awareness of Mount Manresa and aggressively recruits retreatants.
5. Enhances systems and structures to operate the retreat center effectively and efficiently.
6. Develops and implements plans to generate and manage financial resources (including operating and capital budgets) as well as a vibrant fund raising effort (annual, planned, and capital giving), thereby assuring the financial viability and future of the retreat house.
7. In collaboration with the ministry staff, generates retreat and programming schedules, appoints retreat directors, and coordinates the sacramental ministry for all retreats.
8. Recruits retreat directors and guides the education and development of future retreat directors.
9. Implements the strategic plan adopted by the Board of Directors.
10. Continues the revitalization of the youth ministry program and parish outreach efforts.
11. Promotes the continuing education and the spiritual development of all staff and retreat directors.
12. Hires and supervises the departmental supervisors.
13. Manages through the Associate Director the development of appropriate:
 - a. Staff levels,
 - b. Staff performance evaluations,
 - c. Staff compensation and accountability,in order to assure the effective and efficient operation of Mount Manresa.
14. Manages through the Associate Director to maintain and provide attractive and adequate facilities for retreatants and participants in other programs at Mount Manresa.
15. Assures that all staff, retreatants, supporters and contractors/vendors of Mount Manresa are treated with the dignity to which all are entitled.

QUALIFICATIONS

- Faith
Practicing Roman Catholic.
- Education
Minimum of a bachelor's degree.
Formal training in management and leadership.
Experience of theology, spirituality, religious education or related area.
- Experience
Has made or is willing to make the Spiritual Exercises of St. Ignatius.
At least five years of broad based experience in successful leadership/managerial positions.
Experience in religious organizations and/or retreat ministry is highly desirable.
- Interest
Must be attracted to the ministry of administration and to the mission of Mount Manresa.

MINIMUM KNOWLEDGE AND ABILITIES REQUIRED

- Knowledge
Must appreciate and have a working knowledge of the Spiritual Exercises of St. Ignatius.
Must have a good understanding of problem solving techniques and be able to apply these techniques in an effective way.
- Abilities
Able to empathize and identify with the mission and ministry of the Society of Jesus.
Able to communicate effectively (both written and verbal) the vision of Mount Manresa to various publics.
Able to approach benefactors to request financial support for the ministry and for capital projects.
Able to work and interact with the staff and to assist them to develop their potential and to maximize their contribution in fulfilling the goals of the retreat house.
Ability and experience to work collaboratively with men and women (be they religious or lay) as peers.
Having fluency in Spanish is a bonus.

SALARY

Annual salary of \$90,000, plus benefits.

Contact Information:

Please send letter of application and resume to:
Mount Manresa Jesuit Retreat House,
Attn: Search Committee
239 Fingerboard Rd., Staten Island, NY 10305
FAX: (718) 727-4881, Email: rnolan@mccarter.com