

Executive Director Job Description

Christ the King Retreat Center

Overview of the Retreat Center:

Christ the King is a 29 acre Catholic Retreat Center in Citrus Heights Calif. With a staff of 12 and volunteers it has faithfully served the spiritual and religious needs of thousands of men and women in Northern California and Nevada since 1949.

Overview of Position:

The Executive Director is hired by and reports to the Board of Directors. The Executive Director's responsibility is to see that all physical and operational needs of the center are managed such that the Retreat Director and team can effectively perform the tasks that are involved in developing, hosting, and leading spiritual retreats and direction. This includes all administrative, development, financial, and legal duties necessary to keep the center operational, financially healthy, and able to promote its mission.

Job Description:

The Executive Director manages the Retreat Center according to the Charism of St. Paul of the Cross and Holy Cross Province and is charged with all administrative, operational, and financial responsibilities. These responsibilities include:

1. Initiate, implement and manage clearly stated annual goals, objectives and action steps for the Retreat Center; including, but not limited to: 1) Retreat and Hosted Programs promotion, 2) Leadership Development, and 3) Resource Development.
2. Submit to the Provincial Office all requested reports and documentation and comply with the norms and regulations established by the Province.
3. Maintain the facilities and grounds in such a way as to enhance the value of the property.
4. Develop and nurture a good relationship with the dioceses and other key constituencies that the retreat center serves.

The Executive Director works closely with the Retreat Director to develop and maintain a welcoming atmosphere in line with the deepest traditions of the Passionist life and charism.

The Executive Director's Operations duties include but are not limited to the following:

1. Work with the Board of Directors to set the operational priorities and direction for the center.
2. Provide leadership to staff and hold final responsibility for all their daily activities.
3. Develop a thorough knowledge of the organization's mission as well as understand and enhance technical, operational, and ethical issues.
4. Maintain the fiscal viability of the center by effective management of the financial, budgetary, operational, and fundraising/development responsibilities of the center.
5. Be a positive and pro-active ambassador of the intrinsic sacredness and Passionist values to all the Retreat Center's constituencies. Cultivate effective relationships with retreatants, staff, Ministry Team, the Board of Directors, benefactors, local parishes, the Passionist Retreat Center Boards, local and surrounding dioceses, and the Holy Cross Province.

The Executive Director has authority for the following specific areas.

1. Hire, evaluate, direct, and terminate staff employees of the center.
2. Model effective behaviors and skills, and build morale among employees, Board Members, Committee Members, and volunteers.

3. Retain consultants or advisors as deemed necessary for the center.
4. Make fiscal decisions within the parameters of the approved annual budget.
5. Select and schedule programs, including outside hosted programs and ensure that appropriate systems are in place to facilitate the day-to-day operations of the organization in the areas of: a) development and delivery of programs, b) promotion and public relations, c) administration and operations.

Above all else, the Executive Director is charged with managing Christ the King Passionist Retreat and Conference Center as a sacred place where the love of Christ crucified is preached and promulgated.

Qualifications / Requirements:

1. Proven experience as an executive director or other comparable position.
2. Degree or relevant experience exhibiting understanding and competence in development, financial systems, information systems, and human capital.
3. Proven managerial, development, and leadership skills.
4. Excellent communication skills, bilingual English/Spanish is preferred.
5. Knowledge of the Catholic Church liturgical cycle and practices.

Salary

Salary negotiable based on qualifications and experience. Benefits competitive with similar organizations.

To respond:

Send resume to
Christ the King Retreat Center
6520 Van Maren Dr.
Citrus Heights, CA 95621
Attn: Executive Director Search Committee

Or e-mail to: gmathias@passionist.org