



## **Mater Dolorosa Passionist Retreat Center**

### **About the Employer:**

We are a Passionist Retreat Center, dedicated to preaching the Passion of Jesus Christ. We welcome all who wish to hear the message of the Passion through our traditions of preaching, hospitality, and compassion. We place our focus on the Passion of Jesus Christ and its relevance in the lives of people today. We foster and promote spiritual growth and renewal through Passionist retreat programs, and by providing a peaceful environment of prayer and reflection.

### **Position Title: Retreat Center Director**

The Retreat Center Director is the Chief Executive Officer of Mater Dolorosa Passionist Retreat Center. The Retreat Center Director is hired by, evaluated by, and reports to the Board of Directors of the retreat center. The Retreat Center Director is an at will position.

### **Duties and Responsibilities:**

- Above all else, the Retreat Center Director shall manage the Mater Dolorosa Passionist Retreat Center per the Charism of St. Paul of the Cross, as expressed by the Congregation of the Passion, Holy Cross Province, by implementing the Mission Statement of the Mater Dolorosa Passionist Retreat Center.
- The Retreat Center Director shall be the Chief Executive Officer of Mater Dolorosa Passionist Retreat Center a 501(c)(3) nonprofit organization and shall be responsible for the day-to-day management of the business and assets of Mater Dolorosa Passionist Retreat Center in accordance with the bylaws of the corporation and the Policy Governance policies approved by the Board of Directors.
- The Board of Directors has adopted a Policy Governance method to govern the Retreat Center, which requires the Retreat Center Director to follow certain policies in managing the Retreat Center. The Retreat Center Director shall abide by and implement the most current adopted version of the Policy Governance Manual. For example, the Retreat Center Director shall initiate, implement, and manage goals, objectives, and action plans to fulfill the Ends Policies approved by the Board of Directors. The Retreat Center Director will also make recommendations to ensure the Policy Governance Limitations and Policies are kept up to date according to changing needs and requirements of the ministry.
- It is required that the Retreat Center Director participate in immediate and ongoing formation in Passionist Charism. This formation will involve coordinated efforts by the Provincial Office of Mission Effectiveness (OME), the Provincial offices and the local Passionist Community. Additionally, annual retreats and ongoing spiritual direction while in this role are strongly recommended.
- The Retreat Center Director shall regularly submit required financial and monitoring reports to the Board of Directors. In addition, the Retreat Center Director shall submit annual budget, audit and compliance reports to the Provincial Office of Holy Cross Province.
- The Retreat Center Director shall be a member of, and collaborate with, the Passionist Retreat Center Commission (PRCC). This is an organization of the Retreat Center Directors, Administrators, Ministry team members and Board Chairs of the four retreat centers of Holy Cross Province. The PRCC's mission is to advise the Provincial Council of Holy Cross Province, which also serves as the Board of Trustees of the retreat center corporations, on the ministry aspects and programs of the retreat centers.

- The Retreat Center Director shall ensure the facilities and grounds of Mater Dolorosa Passionist Retreat Center are maintained in such a way as to reflect the financial and Catholic spiritual value of the property.
- The Retreat Center Director shall work along with the Director of Development to raise funds in support of the mission of the Mater Dolorosa Passionist Retreat Center.
- The Retreat Center Director shall defer to the Board of Trustees and its Provincial Representative for matters under their jurisdiction, principally concerning the Passionist Community on site.
- The Retreat Center Director will oversee the Food Ministry at Mater Dolorosa and ensure that its funding does not adversely affect the most important aspect of the Mater Dolorosa Passionist Retreat Center ministry, the retreat ministry.

**QUALIFICATIONS:**

- Advanced degree
- Experience in retreat ministry
- Practicing Roman Catholic
- Must embrace the unique culture of a Catholic Passionist retreat setting that emphasizes welcoming hospitality and spirituality.
- Experience in Catholic nonprofit settings is highly desirable.
- Excellent management, communication, interpersonal, and leadership skills.
- Strong problem-solving, analytical, and decision-making abilities.
- Commitment to and thorough understanding of the Passionist traditions, mission, and values.
- Must have extensive knowledge of finances, budgeting, negotiating agreements and the dynamics of fund raising and marketing.
- Must be self-directed and flexible, possessing the ability to work collaboratively with staff and the Board of Directors.
- Identify and implement best practices, think strategically, and along with the Board, plan for the organization's long-term success.

*These statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*