



*Spiritual deepening for
global transformation*

THE CHRISTINE CENTER

Position Description

Title: Executive Director

The Executive Director will supervise all areas of the Christine Center with special responsibility to those areas identified in the job description. The Christine Center is dedicated to supporting all guests through spiritual deepening for the sake of global transformation. The Executive Director will support others in their deepening, and will embody the mission of the Center through the living out of her or his own spiritual path.

Supervisor: Board of Directors

I. General Responsibilities

A. Mission, Vision and Values

1. Has a thorough knowledge and understanding of the history, mission, vision, values, and goals of The Christine Center.
2. Communicates and demonstrates the mission, vision and values to all guests and coworkers.
3. Works with coworkers to integrate the mission and vision into their area of focus.
4. Works closely with the Board to promote a culture of cooperation and inclusion.

B. Annual and Long Range Planning

1. Has a comprehensive view of the organization, assesses the opportunities and challenges, and develops action plans in conjunction with the Board, Director of Spiritual Deepening Services and coworkers.
2. Oversees long-range strategic and annual planning for the organization.
3. Oversees development and implementation of annual and long-range planning for specific areas of responsibility.
4. Oversees policies and procedures related to specific areas of responsibility.

C. Human Resources

1. Develops and implements procedures for hiring, orientation, performance evaluation and termination of employment.
2. Recruits, hires and supervises coworkers in specific areas of responsibility
3. Participates in developing and implementing orientation of all coworkers and volunteers in their specific area of responsibility.
4. In conjunction with the Executive Committee, recruits, hires, supervises and oversees the work of the Director of Spiritual Deepening.
5. Responsible for annual review and update of the employee handbook.
6. Consults with outside human resource professionals when needed.

D. Financial

1. Responsible for the general fiscal health and success of the organization.
2. Works with Finance Committee, Director of Spiritual Deepening Services and coworkers to develop the annual budget.
3. Reviews the Christine Center's revenues and expenditures, balance sheet, investments and other matters related to its continued sustainability.
4. Assists the Finance Committee in reviewing proposed unbudgeted and capital expenses.
5. Ensures that proper accounting and reporting procedures are being followed and that organizational funds are spent according to policy.

E. Policies and Procedures

1. Updates policy and maintains procedural manuals to ensure efficient functioning.
2. Provides the board with information for review and development of policy.
3. Updates forms, contracts and manuals as needed
4. Ensures accountability for all policies related to specific areas of responsibility.

F. Hospitality

1. Ensures that all guests and visitors are warmly welcomed to the Christine Center.

G. Administration

1. Carries out administrative functions related to specific areas of responsibility.
2. Recruits, develops and recognizes volunteers to assist in all areas.
3. Attends Board meetings and reports regularly to the Board.
4. Provides the set up and secretarial services for Board meetings
5. Ensures good internal communication practices throughout the organization.
6. Coordinates with Director of Spiritual Deepening Services and other staff to ensure the consistency of marketing and communications throughout the organization.
7. Performs other duties as directed by the Board.

II. Specific Areas of Responsibility

A. Fund Development:

1. Serves on the Donor Development Committee and collaborates to develop the annual fund raising plan.
2. Works with Donor Development Coordinator to carry out fund raising activities, including the keeping of accurate records.
3. Coordinates general marketing of the organization with the Director of Spiritual Deepening Services.

B. Financial

1. In collaboration with Accounting Firm and the Finance Committee of the Board, prepares the annual operating and capital budgets.
2. Oversees the implementation of purchasing procedures.

3. Maintains a system of control of funds as directed by the Finance Committee and Board policies.
4. Annually reviews and updates the fee schedule in collaboration with the Director of Spiritual Deepening Services.

C. Buildings, grounds and trails:

1. Oversees, directs and prioritizes the maintenance and capital improvements of buildings, grounds and trails.
2. Develops and promotes sustainable and “green” facilities and practices throughout the organization.
3. Coordinates the planning and outdoor work of the trail committee and volunteers.

D. Guest Services

1. Oversees food service to maintain consistency, and high quality throughout.
2. Provides oversight for compliance with the State of Wisconsin regulations for food service and operation of equipment.
3. Oversees the operations of Housekeeping, including scheduling of all staff.
4. Maintains excellence in cleanliness and functionality of facilities, including regular schedules for cleaning, and the application of sustainable and green practices

E. Information Technology

1. Develop and maintain all hardware and software resources for the center.
2. Create policies and procedures to standardize the purchase and use of equipment and software.
3. Develop and implement creative uses of technology, in coordination with the Director of Spiritual Deepening Services and the Program Committee to extend the reach of the Center and its programming.
4. Coordinate staff and volunteers for production and delivery of media based services.

III. Line of Accountability: Reports to the Board.

IV. Decision Making Authority: Makes day-to-day decisions within the context of the approved annual budget, and the governance policies of The Christine Center Board.

V. Performance Standards: Performance is evaluated by the Board at least annually based on the goals and objectives described in the position description.

VI. Position Qualifications:

Education:

- Advanced degree in a relevant management/business field and/or an equivalent combination of education, training certification and demonstrated work experience in a leadership position responsible for revenue generation and financial management.

Experience:

- A minimum of five years' experience (half in a non-profit setting) supervising and directing a department or relevant program.
- Must have experience with Microsoft Office software.

Physical Requirements:

- Ability to move easily around the entire property, negotiate stairs, lift at least 40 pounds, communicate effectively with others, and to provide occasional back-up in other areas as needed.

Special Requirements:

- Knowledge and personal integration of the mission, vision and values of the Christine Center.
- Willingness to learn and participate.
- Requires a high degree of personal maturity, integrity, discretion, confidentiality and good judgment.
- Position requires flexible scheduling based on the timing of center activities.

VII. Additional Information

Since its inception the Christine Center has been created and run under the direction of Franciscan Sisters, beginning with the Foundress Virginia Mary Barta. Sisters have always been leaders and administrators of the Center. With the current transition to lay leadership, Sisters Johanna, Henrita, Marge and Gabriele will continue to reside on site. They will support the Center's well known sense of Presence and Hospitality, as well as provide teaching and voluntary leadership in various non-administrative capacities.

Agreement:

Executive Director

Date

Board Chair

Date