

The Christine Center, Inc

Executive Director Job Description

GENERAL SUMMARY – The primary role of the Executive Director is to provide leadership to the organization by advancing the vision, mission, values of the Christine Center. Partnering with the Board to ensure sustainability, the Executive Director will implement the policies and strategies developed by the Board of Directors. The Executive Director will focus on general administration including HR and staff development, financial management, donor relations and oversee the operations of the Center. The Executive Director will support the Core Leadership Team in their collaborative functional roles as Managers as they continue to shift to a collaborative leadership model.

The Executive Director position is multi-faceted, requiring a broad range of expertise and experience. It is an exempt/salaried position with an expectation of presence on campus for a minimum of three days per week. As with all members of the Leadership Team, a commitment to personal spiritual growth and development is an important attribute.

Key relationships – Our Executive Director works closely with the Board of Directors through regular communication with the Board Chair and Executive Committee, as well as interacting with Board Members actively engaged in the Committees including Donor Relations, Finance, and Program.

RESPONSIBILITIES

- **Provide leadership and demonstrate professionalism, spiritual maturity, integrity, and a commitment to personal transformation** modeling the core values of the Christine Center and our Franciscan heritage.
- **Partner with the Board of Directors** providing clear and on-going communication regarding Center activities, recommendations, and advice in setting direction, strategies, and goals.
- **Oversee movement toward the strategic direction agreed upon with the Board and** provide leadership to ensure results with a commitment to excellence working in collaboration with the Core Leadership Team in all functional areas.
- **Cultivate and nurture relationships with all our internal and external stakeholders** including Board, Partners in Mission, Staff, Volunteers, Donors, Guests, and external stakeholders across the communities of non-profits, the Franciscan and other retreat centers/communities.
- **Manage human resources for staff** to ensure sound administrative practices, personnel policies and procedures including annual reviews, confidentiality, and ethical standard; recommend and oversee benefits; provide resources for staff development; and implement a system of performance management.

- **Oversee all financial operations** including working closely with the Finance Committee of the Board, and the accounting firm for monthly reporting of financials, ensure payroll is issued on schedule, and implement risk management practices. Recommend the annual budget to the Finance Committee for review and approval and presentation to the Board; and prudently manage all resources within the budget guidelines according to current law and regulations. The Executive Director will ensure that all filings of taxes and reports are handled in a timely manner, with the appropriate tax forms issued to employees.
- **Develop and implement an annual revenue generating and fundraising plan** to meet the goals established during the budget process for the support of the existing operations and the evolution required - while simultaneously retiring debt. These plans will be implemented in collaboration with the Core Leadership Team, the Donor Relations Committee of the Board, Partners in Mission, and the Board of Directors.
- **Implement quality control measurements** in all aspects of the organization to ensure continuous improvement and excellence in service and quality.
- **Maintain the integrity of the physical plant** in collaboration with the Operations Manager, while managing any long-term projects with the approval of project proposal by the Executive Committee (accountable for building and grounds).
- **Participate in onsite rotation for coverage of weekend events** including afterhours emergency contact and provides retreat welcome and closing announcements to participants.
- **Other accountabilities** as assigned by the Board of Directors.

QUALIFICATIONS

The following knowledge, skills and abilities may be acquired through a combination of formal education, self-education, prior experience, or on-the-job training. This individual will make day-to-day decisions as the Executive Director and key administrator within the context of the approved annual budget, and policies, practices, and procedures of the organization.

Exceptions and emerging issues that significantly impact the budget and/or operation are discussed with the Board Chair, and/or Executive Committee as appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary position functions.

Personal Characteristics:

- Personal commitment to spiritual growth and development.
- Experience a passion for, and commitment to the Christine Center's mission, vision, and values.
- Embraces a collaborative approach to our Core Team servant leadership model.

- Ability to work collaboratively with a diverse group of individuals on the Staff and the Board, in Committees, and with Volunteers.
- Demonstrated ability to maintain and foster an environment of respect and hospitality for staff, guests, visitors, facilitators, and Volunteers.

Education and experience:

- Requires post-secondary education/degree in business administration, management, or a related field to the spirit of a retreat center.
- A minimum of 3 years of administrative leadership experience.
- Professionally has demonstrated decision making driven by values.
- Demonstrate an understanding of business finance principles and functions including budgeting, accounting, profit/loss calculations, standard financial reports, etc.
- Experience in developing and implementing revenue generating plans to meet financial goals and ensure sustainability in collaboration with Leadership.
- Evidence of excellent verbal and written communication abilities, and interpersonal skills.

Other Knowledge, skills, and abilities:

- Demonstrated ability to embrace challenges with an innovative approach seeking feedback from stakeholders and advancing new solutions/models optimistically.
- Proficiency in the use of Microsoft 365 (word processing, spreadsheets, databases).
- Proficient with general office equipment (i.e., computers, fax machines, copiers, phones).

WORKING CONDITIONS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. The person is occasionally required to stand, walk, climb, balance, stoop, kneel, or crouch. The person must occasionally lift and/or move up to 25 pounds

Work Environment

The Executive Director is the administrator of the Christine Center and collaborates with the Core Leadership Team responsible for key functions (*indicated above*); and is part of the exempt management group. As noted in “Responsibilities” – flexibility in hours of work; ability to be available for weekend rotation including on call for emergencies is expected.

ACCOUNTABILITY

The person in this position is directly accountable to the Board of Directors, Executive Committee.

DISCLAIMER CLAUSE

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required,

APPROVED BY: _____
(Christine Center Representative) Date

RECEIVED BY: _____
- (Applicant) Date