



**Bergamo Center for Lifelong Learning
Mount St. John, Beavercreek, OH**

EXECUTIVE DIRECTOR

Position Description:

The Executive Director of Bergamo Center for Lifelong Learning serves as chief executive officer of the Center, carrying out its mission, providing leadership in developing its vision, and enhancing its operational and financial success. The Executive Director collaborates with his/her leadership team to achieve the mission set forth and approved by the Board of Trustees of Bergamo Center. The Executive Director is a member of the Mount St. John Council of Directors.

Bergamo Center for Lifelong Learning, located at Mount St. John, Beavercreek, Ohio, a 501c(3) corporation, is a sponsored ministry of the Marianist Province of the United States (the Marianists). The Executive Director will ensure that the charism of Blessed Chaminade, the mission of the Marianist Province and the Catholic Church are served and advanced by the Center. The Director will work closely with the Board of Trustees and the Bergamo staff to ensure that the Characteristics of Marianist Retreat Centers are fostered and promoted and that Marianist traditions and values are embodied in the organization.

The Executive Director is an *ex officio* non-voting member of the Board of Trustees, an arrangement that allows the director to collaborate with the Board in the visioning process. Positions reporting to the Executive Director include: Director of Adult Programs, Director of Youth Formation, Director of Conference Planning, Director of Event Services, Custodial Supervisor, and Accounting/Benefits/Payroll Clerk, and may expand to include a Director of Operations. The Executive Director reports to and is evaluated by the Bergamo Board of Trustees.

I. Duties and Responsibilities:

A. Administration and Personnel Management

- Submits the annual report of the Bergamo Center, which includes financial operating performance, to the Bergamo Board of Trustees and the Members of the Corporation each year.
- Determines the structure of the Bergamo Center leadership team.
- Reviews and evaluates performance, in relation to job descriptions and annual goals, of the leadership team and all employees under his/her direct supervision.
- Supervises the development of all employee policies related to benefits, general administration and work conditions, and updates the employee handbook accordingly.
- Meets regularly with leadership team and other employees under his/her direct supervision to review progress toward annual goals.
- Authorizes all employee hires and releases.
- Proposes salary increases and modifications to employee benefits to the Board of Trustees
- Communicates regularly with employees and cultivates a positive work environment at Bergamo Center.
- Develops, coordinates and participates in new employee orientation.
- Sets standards for hospitality and customer service and maintains a process for solicitation and incorporation of guest feedback.
- Assures compliance with local and state child protection laws, as well as with Archdiocese and Province programs regarding child protection
- Ensures Bergamo employees meet Cincinnati Archdiocese VIRTUS certification requirements regarding child protection

B. Program Development

- Develops, in collaboration with the Leadership Team, new initiatives that enhance and support the mission of the Center and respond to strategic plans articulated by the Board of Trustees.
- Works with the Board of Trustees to determine use of the annual programming endowment from the Marianist Province of the United States.
- Ensures that all programs fall within the mission of Bergamo Center and its Catholic/Marianist tradition as recommended by the Board of Trustees.

C. Financial Management

- Responsible for sound financial management of Bergamo Center and all financial information related to its operations.

- Works with the Board of Trustees' finance committee to develop multi-year fiscal plans and annual operating budgets.
- Submits annual operating budget for upcoming fiscal year to the Board for approval at its April meeting.
- Collaborates with the leadership team to set the facility pricing schedule each year. Executive Director has the sole authority to make exceptions to the agreed pricing schedule or delegating exceptions of the same to the directors.
- Authorizes any non-recurring expenditure up to \$20,000.
- Oversees compliance with audit process and responds promptly and thoroughly to requests from independent auditors for materials.

D. Advancement of Bergamo Center

- Maintains an active network among Mount St. John, the larger community and religious leaders within the Greater Miami Valley, keeping them abreast of the priorities of Bergamo Center and the development, expansion and support of its mission and vision.
- Develops and implements an active marketing strategy.
- Works with the directors to acquire funds for specific priorities of Bergamo Center.
- Maintains memberships in professional associations commensurate with the responsibilities of the position.
- Routinely reviews all memberships and associations of professional staff members at Bergamo Center.
- In collaboration with the Board of Trustees and the leadership team, recruits new members to the Board of Trustees.

II. Evaluation

The annual evaluation of the Executive Director in April is based upon meeting the goals established and approved by the Board of Trustees. Basic standards of performance include successfully accomplishing the mission of the Bergamo Center and the Board of Trustees strategic plan in conjunction with fiscally sound administrative practices.

Decisions of compensation and benefits are ordinarily reviewed on an annual basis within the terms of the agreement between the Board of Trustees and the Executive Director of Bergamo Center.

III. Required Qualifications

- Bachelor's degree in theology, religious studies, business, education, psychology or related field.
- Experience bringing an organization's mission and vision to fruition

- Experience providing leadership of a complex organization
- Demonstrated ability to lead collaboratively
- Ability to interact effectively with multiple constituents
- Demonstrated successful experience developing and implementing a budget
- Significant relevant experience supervising others in a professional capacity
- Able to obtain Cincinnati Archdiocese VIRTUS certification for child protection
- Interest in and capacity for acquiring and learning new information
- Strong written communication skills

IV. Preferred Qualifications

- Master's degree in theology, religious studies, or business
- Practicing Catholic in good standing
- Member of the Marianist family
- Ability to articulate fundamental principles of Catholic social teaching
- Ability to articulate and inspire others to be committed to the Marianist mission and values.
- Ability to provide leadership of a Catholic and Marianist organization
- Significant relevant experience in ministry, preferably organizing and implementing retreats
- Excellent oral communication skills
- Interest in and capacity to acquire and learn new information and act on new information related to the Center, such as food service, HVAC, operations, etc.
- Ability to interact effectively with multiple constituents, including guests, vendors, employees, and members of the Board of Trustees
- Ability to prioritize and manage multiple initiatives
- Ability to be self-directed
- Ability to work a flexible schedule
- Ability to assure compliance with local and state child protection laws, as well as with Diocese and Marianist Province programs regarding child protection
- Able to obtain Cincinnati Archdiocese VIRTUS certification for child protection
- Relevant experience in the hospitality industry
- Previous experience in advancement or fundraising
- ServeSafe certification
- Knowledge of food safety inspection procedure (Greene County) for food service
- Certification in RedCross CPR training and lifesaving skills

To apply, e-mail the following to <tonyf@bergamocenter.org>

- Cover letter of application
- Resume
- List of references with contact information

11-06-2013