

# THE MARIANIST PROVINCE OF THE UNITED STATES

## POSITION DESCRIPTION

**TITLE:** Executive Director  
Marianist Retreat & Conference Center (MRCC)  
**FLSA:** Exempt  
**Reports To:** Executive Committee of the MRCC Board  
**LOCATION:** Eureka, MO

**General Summary:** This position is a full-time salaried position focusing on the overall strategic direction, sustainability, and promotion of the Marianist Retreat & Conference Center (MRCC) in Eureka, Missouri. In the spirit of the Three Offices of the Marianist Tradition, the Executive Director (Office of Temporalities) will serve in collaboration with the Director of Hospitality (Office of Hospitality), and the Director of Programs (Office of Education & Spiritual/Religious Life).

### Mission and Ministry

#### Our Mission

With Mary, to engage in the religious, spiritual, and educational development of all God's people.

#### Our Ministry

*Adopted by Directors of Marianist Retreat Centers, May, 2010*

For the enrichment of the Church and the Marianist Family, Marianist Retreat Ministry (MRM) of the Province of the United States offers a wide range of retreat and educational experiences that allow all God's people to be more open to the actions of the Holy Spirit. These experiences enable a deepening of faith, a growth in prayer, and a motivation toward personal mission, leading to the building of God's Kingdom on earth. MRM is diverse both in its geography and in its programming.

MRM is dedicated to the following Marianist values, which form the foundation for our actions and decision-making:

- **Community:** The MRM strives to build and support diverse communities, both lay and religious, in the Marianist Family. We provide ongoing programs to meet the spiritual needs of our guests (and employees).
- **Social Justice:** The MRM is inclusive and accepting of all God's people. The MRM strives to cultivate a special love for the poor and marginalized, and allows for the sharing of our resources with them. We provide opportunities to educate our guests for service, justice and peace.
- **Collaboration:** The MRM requires collaboration among all of our retreat centers and promotes ongoing collaboration among the three branches of the Family of Mary as well as with greater society. We provide opportunities for our guests to experience our Marianist family spirit.
- **Evangelization:** The MRM strives to promote vocations to the Society of Mary, the Daughters of Mary as well as the formation of dedicated lay individuals and communities of faith in the Marianist tradition. We provide retreat experiences for our guests in the formation of faith.
- **Education:** The MRM strives to shape a hope-filled future by effecting change based on reflection and discernment. We provide integral & quality retreat experiences for our guests.

## Principal Duties and Responsibilities

- Leads all aspects of planning, development, implementation, and evaluation of MRCC Strategic vision, including
  - Serve as the point for donor development.
  - Initiate, maintain, and manage staff and board formation in Marianist spirituality and charism.
  - Promote MRCC in public, social and ongoing relationship-building.
  - Coordinate and Schedule all staff and serve as the contact for contractors.
- Coordinate for deposits, checking, and general bookkeeping with the bookkeeper.
- Develop and oversee an annual budget for MRCC in conjunction with the Director of Programs, Director of Hospitality, and bookkeeper.
- Co-Leads and facilitates, with the Director of Programs and Director of Hospitality, regular MRCC staff meetings, including ongoing Marianist Formation opportunities.
- Provide support and participate in MRCC Development and fundraising events with the target to move MRCC to sustainability.
- Collaborate with the Director of Programs to coordinate communication with retreat facilitators and presenters regarding stipends, W-9 forms, thank you letters, room set-up, AV needs, handouts, meals, bedroom arrangements, arrival, and transportation considerations for sponsored retreats.
- Oversee retreat center staff and serve as the administrative contact for contract service providers
- All other duties as assigned and as needed.

## Qualifications

- Bachelor's Degree required; Master's Degree preferred
- Demonstrated success strategic leadership.
- Experience in Fundraising, donor development, and multiple constituencies.
- Strong interpersonal and group communications skills.
- Is a practicing Catholic in good standing.
- Possesses an understanding and appreciation of the Roman Catholic Church
- Ability to learn, articulate, and communicate the Marianist Charism
- Proven skill in administration and collaborative teamwork.
- Experience with and understanding of Marianist spirituality and charism a plus.
- Experience in management in a ministry environment.
- Experience as an effective leader in multiple diverse settings or significant experience in a retreat or ministry setting; conversant in the critical understanding of hospitality and retreat ministry from a Catholic spirituality perspective.
- Training and extensive (minimum of three to five years) experience in senior leadership, development, and/or community relations.
- Familiarity in working with and reporting to Boards and religious sponsors.
- Familiarity in Religiously sponsored institutions.
- Exceptional communication skills in written and spoken English.
- Effective organizational skills.
- Proficiency and/or familiarity with Microsoft Office, QuickBooks, database management, email, and social media platforms.

## Working Conditions

The Executive Director is a full-time, exempt, salaried position, averaging 40 hours per week and involving frequent weekend and evening hours. Work schedules will fluctuate for special occasions or with staffing

needs. Interruptions may be frequent or rare, depending on day and time. Light carrying or lifting may be required.

### **Reasonable Accommodations**

Lifting up to 25 pounds is essential for this position. Lifting weights above 25 pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

*Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.*

### **Compensation and Benefits**

Salary will be commensurate with experience and qualifications. Benefits include medical and dental insurance, and paid time off and holidays

**For consideration please email resume and cover letter by February 26 to:**

[megarcia@sm-usa.org](mailto:megarcia@sm-usa.org)

(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)