

# THE MARIANIST PROVINCE OF THE UNITED STATES

## POSITION DESCRIPTION

**TITLE:** Director of Hospitality, Marianist Retreat & Conference Center

**FLSA:** Exempt

**Reports To:** Executive Director

**LOCATION:** Marianist Retreat & Conference Center

**General Summary:** This is a full-time salaried position focusing on the overall operations and hospitality of the Marianist Retreat & Conference Center (MRCC) in Eureka, Missouri. The Director of Hospitality (Office of Hospitality) will report to the Executive Director (Office of Temporalities) and work closely with the Director of Programs (Office of Education & Spiritual/Religious Life).

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Coordinate all aspects of hospitality planning, development, implementation, and evaluation of retreats and hospitality for MRCC to include but not limited to:
  - Offer quotes and availability of dates.
  - Serve as a point of contact for all retreats.
  - Initiate, maintain and manage all contracts and Hospitality forms for retreats.
  - Schedule and maintain a MRCC shared calendar with event information and related forms for all retreats.
- Responsible for in-house financial activity including but not limited to client deposits and invoices, vendor invoices, and bank deposits while working closely with the MRCC bookkeeper.
- Oversee all facility & grounds maintenance, updates, and purchasing relative to maintenance projects, housekeeping, kitchen, and laundry needs.
- Responsible for hiring and management of facility and grounds staff, including onboarding, offboarding, and reviews.
- Responsible for scheduling maintenance, grounds, dining room, and housekeeping staff as needed.
- Accountable for all incoming and outgoing mail as it pertains to Hospitality.
- Develop and manage an annual budget and all data necessary for Hospitality with Executive Director and Bookkeeper
- Co-Lead and facilitate, with the Executive Director and the Director of Programs, regular MRCC staff meetings, including ongoing Marianist Formation opportunities.
- Provide support and participate in MRCC Development and fundraising events.
- All other duties as assigned and as needed.

### **QUALIFICATIONS**

- Bachelor's Degree or equivalent combination of education and experience preferred.
- Training and extensive (minimum of 3 years) management experience as an operational or ministry professional preferred.
- Strong interpersonal and group communications skills, organizational skills, a plus.
- Proven skill in administration and collaborative teamwork.
- Proficiency with Microsoft Office, Google Office Suite, QuickBooks, database management.

### **WORKING CONDITIONS**

This is a full-time, exempt, salaried position, averaging 40 hours per week, and involving frequent weekend and evening hours. Work schedules will fluctuate with client needs, special occasions, or with staffing needs. Interruptions may be frequent or rare, depending on the day and/or time. Work is generally in an indoor setting. Outdoor work may be required. Ability to

travel alone by plane and car. Must be able to handle, lift objects and or materials of up to 20 pounds. Must be able to use telephone (hear and speak) and use a computer.

**COMPENSATION AND BENEFITS**

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

**ACCOUNTABILITY**

The Director of Hospitality is directly accountable to the Executive Director.

**APPLICATION PROCESS**

Requested Documents: Cover letter and resume.

Interested applicants should submit documents to: [megarcia@sm-usa.org](mailto:megarcia@sm-usa.org)