

Executive Director of Manresa Jesuit Retreat House – Job Posting

Applicants should email their resume to fennessy@jcu.edu or send to Manresa Jesuit Retreat House, Attention: Fr. Peter Fennessy, SJ at 1390 Quarton Road, Bloomfield Hills, MI 48304 no later than October 15, 2020. The person hired must be available to begin January 4, 2021. Questions may be directed to Mr. Keller McGaffey, Board Chair, at kellermcgaffey@its-na.com.

Job Description:

The role of the Executive Director is to animate and actively participate in the ministries of Manresa Jesuit Retreat House by providing retreats and other programs inspired by the Spiritual Exercises of St. Ignatius of Loyola that open new pathways of heart and mind for coming to know and follow Jesus Christ.

The Executive Director is missioned by the Jesuit Provincial of the Midwest Province of the Society of Jesus and is appointed by the Manresa Board of Members after considering the recommendation of Manresa's Board of Directors. The Executive Director fosters Manresa's ministry of retreats according to the "Guidelines for the Jesuits and their Colleagues in the Ministry of the Spiritual Exercises in the USA & English Speaking Canada."

Experience:

- Five to seven years as collaborative and visionary leader of an organization
- Demonstrated success in institutional advancement and fundraising
- Demonstrated ability to develop and implement successful strategic plans
- Demonstrated ability to cultivate relationship development
- Deep understanding of financial strategies and finance-related performance metrics
- Excellent written and oral communication skills as public leader of an organization

Education:

- Bachelor's degree required; Master's degree preferred
- Prior training or experience with Ignatian Spirituality, the Spiritual Exercises or retreat ministry
- Professional training or experience with business administration, organizational leadership or non-profit management

Specific Duties of the Executive Director:

1. Represent Manresa to the Public:

- The Executive Director is to meet major donors, to request donations and sign all donor letters, and to exercise leadership for development events, for capital campaigns and for supporting our retreat captains.
- Market Manresa at parishes and to groups in our Archdiocese and in neighboring dioceses.
- Write a letter or article in most Manresa communications, including *Manresa Matters*, *Manresa Memos*, and other communications that go out to the Manresa community.

2. Serve as a Member of the Board of Manresa:

- Carry out Manresa's Strategic Plan with the Board and the Ministry and Operations Teams; revising and enacting the Plan as needed, in order to carry out Manresa's ministry according to the Society's Apostolic Preferences:
 - i. to show the way to God through the Spiritual Exercises and discernment;
 - ii. to walk with the poor, the outcasts of the world and those whose dignity has been violated, in a mission of reconciliation and justice;
 - iii. to accompany young people in the creation of a hope-filled future;
 - iv. to collaborate in the care of our Common Home.
- Serve as a voting member on the Board of Directors; prepare Board meeting agendas and the Executive Director's report; serve on Board committees; attend, when requested, the annual Board of Members meeting.

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3. Exercise Leadership of the Staff:

- Meet with the Operations Team consisting of the Administrative Assistant and Directors and Leaders of other departments at least every two weeks, and check in regularly with members of the Team.
- Hire and supervise the Administrative Assistant, the Ministry Staff and Directors and Leaders of other departments; conduct their annual reviews; set salaries/wages for all staff and Jesuits.
- Appoint and oversee a convener of the Ministry Team to chair monthly meetings from September through June of each fiscal year; as needed, provide for annual days for planning with the Ministry Staff and Operations Team.

4. Execute Administrative Duties:

- Recruit excellent retreat masters and speakers with the assistance of the Ministry Staff.
- Give final approval for all programming, including schedules for retreat masters, and see that staff coverage for the weekend retreats and other programs is assigned.
- Create the budget and conduct all financial transactions, including capital expenditures, in compliance with the directives and policies of the Board of Directors.
- Ensure that Manresa is a safe environment for our guests and staff; provide for staff training regarding professional ethics for our ministry.
- Provide opportunities for training Jesuits and lay colleagues in retreat ministry and spiritual direction.

5. Represent Manresa to the Society of Jesus and the Local Church:

- Work with the Jesuit Provincial of the Midwest Province and the Provincial's Assistant for Pastoral Ministries in fostering the ministries of the Society of Jesus.
- Be open to serve on other Boards of Directors if invited to do so by the Jesuit Provincial.
- Participate in regional and national spirituality leadership meetings.
- Represent Manresa to the Archdiocese of Detroit and our neighboring dioceses.

6. Participate in the Ministries of our Retreat House:

The Executive Director will be regularly present for our retreats and other programs in order to greet our retreatants and to interact with our retreat captains. As time allows, the Executive Director may also provide individual spiritual direction, and, if ordained, serve as confessor and presider at liturgies. The Executive Director will also take advantage of regular spiritual direction and supervision for him/herself.

7. Delegate as Needed:

To achieve current tasks and goals, consistent with any required approval of the Board of Directors.

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