



EXECUTIVE DIRECTOR

May 7, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Mt. Irenaeus is a contemporary expression of early Franciscan Life, lived on 360 peaceful acres in scenic western New York. It began as the vision of Fr. Dan Riley OFM, to create a retreat which embodied the Franciscan experiences of peace, belonging, and spiritual renewal. Over the last 40 years, “the Mountain” has provided a spiritual home to the students of nearby St. Bonaventure University and others to “Be Still” and spend time with the Most Holy One.

The Mt. Irenaeus community, open to all people, ages, and cultures, is guided by a resident community of friars and lay people. The resident community models hospitality and relationship building, as well as the importance of inclusion and collaboration in light of the fundamental relationship we all have with a common creator in our Christian tradition.

Mt. Irenaeus seeks a dynamic Executive Director who, partnering within this Franciscan community, can provide vision and strategic planning as well as operational oversight of financial, HR, fundraising, and capital project needs.

Qualifications & Experience:

To provide leadership that enhances the Mission and Vision of Mt. Irenaeus, it will be helpful that the Executive Director have many of the following attributes:

- A person of deep faith, preferably with knowledge of the Franciscan charism.
- Informed commitment to Mt. Irenaeus' distinctive mission, vision, and Gospel manner of life and ministry, with the ability to articulate those ideals persuasively in a variety of settings.
- Successful administrative and executive experience (10+ years, with 5+ in Management.)
- Significant experience in fundraising, including major gifts, with the aptitude and passion for motivating others to support Mt. Irenaeus financially.
- Demonstrated skills in strategy development, budgeting and fiscal management, HR and staff management, donor relations, capital projects, and program planning.
- Excellent communication skills, with a comfortable public presence.
- Flexible and collaborative leadership style.
- Experience with a Catholic (especially Franciscan) ministry.
- Experience working with a governance Board, preferably non-profit.
- Willingness to be within commuting distance and to live at Mt. Irenaeus with some regularity.
- Relevant advanced degree or certifications preferred.

Essential Functions:

- Overall responsibility as executive officer of all operations of Mt. Irenaeus and jointly responsible, with the friars of Holy Peace Friary, the core community, and the board, to ensure the mission and vision of Mt. Irenaeus continues to grow and thrive well into the future.
- Work closely and collaboratively with the Founder/Animator and Guardian of Holy Peace Friary/Director of Life and Ministries in key areas of management of Mt. Irenaeus.
- Oversee all operational responsibilities, including budgeting and fiscal responsibility, strategic plan development and implementation, meeting short- and long-term fundraising goals, and execution of capital projects and maintenance of the campus.
- Support and collaborate with the Founder/Animator, Director of Life and Ministry, and the core community at Mt. Irenaeus in the animation and delivery of our gospel manner of life and ministry to those drawn to our way of life, whether in person, on the road, on campus, or via social media.
- Live within the Mountain community with regularity.
- Responsible for communicating and work with the board chair, the board and all committee chairs related to supporting the board's responsibilities in governing Mt. Irenaeus.

- Nurture and develop key relationships with stakeholders, including St. Bonaventure University, OFM US Provincial leadership, the Franciscan Federation, and other key partnerships.
- Build relationships with key constituents who have already or have the potential to invest in the future vision of Mt. Irenaeus.
- Along with the Founder/Animator and Communications committee, responsible for regular and mission-consistent communications.
- Supervise and develop employed personnel, in partnership with others as appropriate.
- Along with others, develop strategies to attract lay and professed women and men interested in supporting the life and ministry, from short term volunteer projects through long term community residency.

Salary: Commensurate with background and experience (details will be furnished to finalist candidates).

Application Deadline: June 30, 2024
(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.)

For consideration, please email resume to:

Ken Rowe
Vice President, CAO
Catholic Recruiter Associates
Kenr@catholicrecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:



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