



EXECUTIVE DIRECTOR

December 29, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Since its founding in 1961 by the Franciscan Friars of CA, the mission of the San Damiano Retreat Center has been to provide a welcoming, hospitable place of rebirth and renewal for people of all faiths in the spirit of St. Francis and St. Clare of Assisi. The retreat center is a special place of peace, beauty, and community. The spectacular mountain top views contribute to a sense of spirituality and an appreciation for the gifts of creation. Franciscan Catholic values inspire an environment where everyone is welcome.

Job Summary/Description:

San Damiano Retreat Center seeks an Executive Director to lead the organization, elevate its visibility within the local community, and build an exceptional team dedicated to continuing its important mission in an environment grounded in Franciscan Charism. A leader who can bridge the temporal needs of running the retreat center with the spiritual mission of openness and oneness with God will be a welcome candidate. Objectives will include deepening and perpetuating Franciscan Values in the retreat center's service to its guests. Operational responsibilities include delivery of guest services for hosted, sponsored, and private retreats, fundraising, general administration, and financial integrity. Experience in the hospitality and/or retreat industry with a successful track record in management and leadership positions are essential requirements. Management experience that demonstrates collaboration and collegiality will also be important considerations. The position reports to a liaison position assigned by Franciscan Ministries, Inc., the Trustee for San Damiano Retreat Center. That reporting relationship may evolve as the Board oversight model continues to develop. The ideal candidate will have experience working with governance and advisory boards.

Position Engagement:

The new Executive Director will be a proactive representative of San Damiano Retreat Center internally and externally and will be comfortable interacting regularly with customers and retreat guests (especially high schools), staff, volunteers, donors, and the Franciscan friar community. In addition to recruiting skills, the successful candidate will also have a track record of developing management capabilities from within, inspiring associates to a high level of performance, and holding them accountable to performance and standards. A practical understanding of organizational development and finances is helpful.

General Responsibilities:

- Ensure hospitable delivery of services for hosted, sponsored, and private retreats to San Damiano Retreat Center's various constituent groups.
- Lead the senior staff leadership team and an overall staff of 15 full time and part time associates to ensure they are exceeding guest expectations in the providing of retreat services.
- Develop a cohesive team working in an operating atmosphere of trust, transparency, and grounded in Franciscan Values.
- Enhance the visibility of the San Damiano Retreat Center in the local Danville and surrounding communities. Strengthen relationships with local Catholic parishes and other faith-based community organizations.
- Seek out opportunities to build and strengthen programs in support of the poor.
- Develop a strong, collaborative, and supportive relationship with the local friar community to ensure their needs are being met.
- Prepare an annual operating and capital budget, ensuring overall financial integrity including financial practices and reporting, as well as achievement of budget.

Education, Experience, & Licensing:

- Bachelor's degree in business, accounting, finance, or a related field required
- 10 years of management experience
- Professional licensing in related field
- Experience managing a diverse and bi-lingual staff to meet strategic goals
- Retreat Center/Hospitality management experience
- Strong oral and written communication skills
- Collaborative management style
- Finance, HR, and strategy development experience
- Alignment with Franciscan Catholic Values
- Experience with a Franciscan ministry
- Experience working with a governance Board (preferable non-profit)

Travel: Minimal overnight travel.

Salary: \$130,000-\$140,000, depending on qualifications and experience. This position offers comprehensive benefits and retirement plan. Details available from Human Resources.

Application Deadline: March 1, 2023

(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:

Grant Underwood
Senior Director
Catholic Recruiter Associates
Grant@CatholicRecruiter.com

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

Search managed by:

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