



CHIEF OPERATING OFFICER

July 11, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Pastoral Constitution on the Church in the Modern World, *Gaudium Et Spes*, begins: "The joys and the hopes, the griefs and the anxieties of the men of this age, especially those who are poor or in any way afflicted, these are the joys and hopes, the griefs and anxieties of the followers of Christ." It is in this spirit and responding to the needs of the Church of the 21st Century that the Mission and Ministry of St Edmund's Retreat offers a multifaceted series of programs and activities. Inviting all those who cross our causeway, walk our grounds, pray in our Chapel, share our table, or join us online to experience a deeper intimacy with God through hope, healing, and spiritual renewal.

There are three major foci for the programs and activities of St. Edmund's Retreat:

- Programs and activities which promote opportunities for spiritual renewal
- Programs and activities that promote and support healing and recovery
- Programs and activities that create and introduce an experience of beauty

Position Responsibilities:

- Develops strategies, plans and procedures
- Set comprehensive goals for performance and growth
- Establish policies that promote company culture and vision
- Oversee daily operations of the Ministry and the work of executives (Buildings and Grounds, Kitchen, Housekeeping, IT, Marketing, Sales, Finance etc.)
- Lead employees to encourage maximum performance and dedication
- Evaluate performance by analyzing and interpreting data and metrics
- Write and submit reports to the CEO in all matters of importance
- Assist CEO in fundraising ventures
- Participate in expansion activities (investments, acquisitions, corporate alliances etc.)
- Manage relationships with partners/vendor

Position Requirements:

- Practicing Catholic
- Proven experience in Finance/Operations or relevant role
- Understanding of business functions such as HR, Finance, marketing etc.
- Some experience with Capital projects, construction and maintenance
- Demonstrable competency in strategic planning and business development
- Outstanding organizational and leadership abilities
- Excellent interpersonal and public speaking skills
- Aptitude in decision-making and problem-solving
- BSc/BA in Business Administration or relevant field; MSc/MBA is a plus

Essential Position Duties:

Accounting and Financial Operations

- Supervises and partners with the Controller in providing and directing policies, procedures, and systems necessary to maintain proper internal controls and accounting records.
- Serves as a Member of the Finance Committee
- Oversee the development of the Annual Budget
- Manages and oversees annual audit processes and the relationships with the organization's independent auditors.
- Oversees the preparation of the St. Edmund Annual Report.
- Ensures compliance with relevant state, local and federal regulations.

Strategic Planning and Analysis

- Works with CEO and staff to prepare comprehensive strategic plan.
- Prepares goals, objectives, and strategies for the Island in conjunction with the Leadership Team along with the specific goals, objectives, and strategies with the various Board Committees.

- Prepares and communicates the Island's operating and financial performance versus its budgets, goals, objectives, and strategies.
- Oversees the preparation of financial analyses, forecasts, and recommendations on financial strategies for consideration by the Finance Committee and Trustees.

Operations

- Oversees the plant, kitchen, and maintenance staff.
- Supervises Development and Events staff.

Real Estate Management

- Coordinates the management of real estate with the Director Maintenance and Grounds.
- Works with the Director of Special Projects, the Building Committee and the President on Capital Projects for the renewal, renovation, and repurposing of our infrastructure and new building initiatives in line with the strategic plan for review and approval of the President and Trustees.

Technology and Information Systems

- Supervises and partners with the IT in the development and execution of our five-year technology plan for the Island to support Marketing, Finance, HR, Development and Retreat Operations.
- Collaborates with the IT staff to ensure strong internal controls and security within our systems.
- Responsible for financial systems implementation and upgrades.
- Recommends improvements and changes to systems.

Essential Qualifications:

General

- Willingness and ability to support the Mission and Ministry of the Church and St Edmund's Retreat and the work of the President of St Edmund's Retreat.
- Active member of a parish/faith community in good standing with the Church.
- Demonstrated excellence in communications skills, both verbal and written, as well as interpersonal skills.
- Demonstrated skills in leading, coaching, mentoring, developing, and assisting employees.

Education

- BA/BS required. MBA preferred.

Experience

- At least 5 years of experience working as a general manager of a mid-large complex organization.
- Demonstrated record of progressive and relevant financial accomplishments.
- Demonstrated knowledge of and experience in staffing consultative structures.
- Experienced in successfully communicating complex financial and other quantitative information in ways that can be understood by a wide variety of audiences.
- Previous experience creating and implementing strategic plan.

Technical

- Working knowledge of Excel, Word, and PowerPoint.
- Working knowledge of systems applications, infrastructure, security, and controls.

Other Elements

- Knowledge and understanding of the business and financial affairs of a not-for-profit organization.
- Demonstrated successful leadership experience to enable people to work together and assist diverse and sometimes polarized groups reach consensus on a variety of issues.
- Ability to develop the trust of the various constituencies served.
- Understanding of and appreciation for this position as a ministry, not just a job.

Benefits: Commensurate with background, education, and experience.
Highly competitive and comprehensive benefits package.
Details are available from Human Resources.

Travel: 20%, minimal overnight travel.

Application Deadline: September 30, 2022

(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.)

For consideration, please email resume to:

Patrick Lynch
Managing Director
Catholic Recruiter Associates
Pat@CatholicRecruiter.com

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

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

P.O. Box 967
Ridgefield, CT 06877
Phone: (203) 438-8475
info@catholicrecruiter.com
www.catholicrecruiter.com