

Executive Director
IGNATIAN SPIRITUALITY CENTER
Position Description 2020

In its 25th year, the Ignatian Spirituality Center, a Jesuit Catholic 501(c)(3) non-profit organization, is seeking a person of vision to serve as Executive Director. Impelled by God's spirit, the Ignatian Spirituality Center responds to the deep spiritual hunger in our world by collaborating with Jesuit ministries to provide spiritual direction services, programs, and resources that assist persons of all faiths to serve Christ's mission of compassion, healing, and justice."

Please visit www.ignatiancenter.org to learn more about the organization, or for a copy of the job description, email info@ignatiancenter.org. Resume, letter of interest, and two references are due by March 30, 2020, although early applications are welcomed.

Reports To: Ignatian Spirituality Center Board of Directors

Terms:

- 20 hr./wk., 44 weeks/year (flexible schedule) beginning July 1, 2020
- Salary: depending on experience, includes additional compensation for benefits.

CORE RESPONSIBILITIES:

- Provide servant leadership for the management and administration of the Ignatian Spirituality Center
- Coordinate the directional and strategic planning for the organization
- Manage the financial, personnel and resources of the ISC for its long-term sustainability
- Animate and creatively invigorate our vision and mission to the Ignatian network in our region and the wider community

PRIMARY DUTIES:

- **Manage the daily operation** of the Ignatian Spirituality Center, and provide leadership mentoring, development and support to the staff.
- Implement an annual **evaluation** for the ISC staff and participate in ongoing evaluation of the ISC programs with the Program Coordinator and other staff.
- Oversee the ISC's **budget and finances** with staff and board assistance.
- Articulate and market a long-term **vision and mission** for ISC to external audiences and partners. Be open to creative approaches for the long term future of the ISC.
- In conjunction with the ISC Board of Directors and Development Committee, provide creative, energetic and knowledgeable leadership with **fundraising and fund development initiatives** through cultivation of donors, requesting of gifts, coordination of fundraising event(s), grant writing, and annual appeals.
- Provide visible and credible **leadership and support for the external relationships** with the Jesuit ministries in our region and the Jesuits West Province. Explore opportunities to nurture collaboration with other Jesuit ministries.

- Initiate, encourage and **work with the ISC staff and Board** in cultivating relationships and outreach to area parishes, other churches and spirituality groups, and to organizations and individuals who serve those in society's margins.
- Oversee **marketing and public relations** for the center, particularly through our newsletter and website, and also by encouraging partner and various affiliate organizations to promote ISC events.
- Serve as the Center's liaison to the **ISC Board**. Develop board meeting agendas and work with the board chair to ensure consistent and full membership of the board and its committees as well as oversee the nominating process. Provide input and assistance on leadership, governance and formation as needed and requested.
- Initiate and coordinate the ongoing implementation and evaluation of the current **5 Year Strategic Plan**, and prioritize implementation of the various strategies and directives within the plan. Coordinate the development of a new strategic plan as needed.
- Provide input and consultation to program staff and committees regarding **program development and evaluation**. Offer presence and assistance at larger ISC events. Take an active role in program presentations as appropriate.

DESIRABLE QUALITIES:

- Servant leadership in relation to staff, board, ISC partners, and participants
- Strong and in-depth knowledge and experience of Ignatian Spirituality
- Familiarity with the various local and regional Jesuit and faith based ministries, and a strong ability to collaborate, build relationships and network with them
- Experience with non-profit board(s), leadership development, program management and staff mentoring and development
- Fiscally responsible budget management, fundraising and development experience
- Strategic and directional planning experience with faith based and/or non profit organization(s)
- Mindful leadership in supporting diversity and inclusion
- Interest in making at least a 3 year commitment to this important role
- Strong listening, oral and written communication skills
- Ability to work in close proximity with staff and be a team player
- Proficiency in Office (Word, Excel, Publisher and Outlook) and knowledge and experience of current technology