



Executive Director

Key Job Competencies

- **Commitment to our Mission:** A mature Christian spirituality with an awareness and understanding of the Roman Catholic faith and commitment to serve the church and the broader community.
- **Interpersonal Skills:** Excellent supervisory and communication skills including a demonstrated ability and commitment to work in a team environment.
- **Financial Acumen:** Financial management skills and knowledge of funding opportunities through grants from government and private programs.
- **Management Skills:** Experience in retreat/conference centre management and outreach ministry or an equivalent combination of education and experience.
- **Technology Savvy:** Working knowledge of various computer software programs appropriate to the role.

Key Areas of Responsibility

Program Development and Retreats:

- Develop and design a yearly program of retreats and programs that will increase the usage of the facility.
- Oversee communication and marketing of the Retreat House's activities.
- Ensure the clientele using the retreat house have a seamless experience that encourages retention for future years.

Relationship Building:

- Develop relationships with likeminded organizations and groups, ensuring the sustainability of the Retreat House for future generations.
- Support regular updates to the diocesan office to ensure that they are aware of activities, finances, etc.

Staff Management:

- Ensure the job descriptions for all staff are kept current and reflect their expected duties.
- Perform yearly performance reviews on all staff.
- Hire necessary staff required to run the retreat house, based on financial constraints.
- Discipline or dismiss staff who are not performing their duties within the confines of the constructive dismissal process.

Financial Administration:

- Develop a yearly operational budget for approval.
- Provide oversight of the accounts payable and receivable to ensure they are current.
- Ensure that all required remittances (payroll, GST etc.) are completed on time.

Facility Management:

- Develop yearly maintenance plans that help reduce the likelihood of unexpected challenges.
- Provide oversight to the maintenance staff on routine facility maintenance.
- Provide oversight for any major capital project.