**Job Description**



**Job Title:**

Director of Franciscan Spirituality Center

**Reports To:**

FSC Operating Board

**FLSA Classification:**

Exempt.

**Creation/Last Revised:**

9/2021

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**Job Summary:**

This position provides overall leadership for the Franciscan Spirituality Center (FSC) by administering the Center; overseeing the various programs and services; communicating with the staff, the FSC Operating Board (Board), and the FSC’s sponsor, the Franciscan Sisters of Perpetual Adoration (FSPA); managing the facility and the FSC’s offsite hermitages; and by promoting the purposes and goals of the Franciscan Spirituality Center to various audiences.

**Job Type:** Full-time

**Education & Experience:**

* Master’s degree in related field preferred.
* A minimum of three years professional work experience demonstrating managerial and organizational skills, preferably with a non-profit.
* Demonstrate managerial/leadership abilities in supervising, planning, organizing, administration, and community relations.
* Demonstrate interpersonal/relational skills in communication, collaboration and group process.

**License requirements:**

* Must maintain a valid driver’s license.

**Essential Duties:**

**Leadership**

* Be accountable for the operations of the FSC.
* Promote the mission, vision and core values of the FSC. Foster an atmosphere for spiritual development; offer opportunities for prayer experiences, retreats and spiritual direction for all persons; provide educational opportunities that encourage holistic growth of the human person and a setting in which local, national, and global issues can be discussed.
* With the Board and staff, develop and implement strategic plans, policies and effective programs to grow awareness and usage of the FSC.
* Act as an objective reporting channel/source to the Board and the FSPA.
* Work with the Marketing/Communications Coordinator to prepare the FSC annual report.
* Serve as a leader and collaborator in the community on topics related to spiritual development.

**Spiritual Identity and Interfaith Relationship Building**

* Cultivate Franciscan spirituality and values in FSC programs, services and hospitality.
* Work with staff to promote and build relationships with individuals across faith traditions or with no religious affiliation, networking with other retreat centers, area churches, social service agencies, service clubs, hospitals, businesses, etc.; using these connections to help determine FSC programs and services and community engagement that best meets the needs of the time.
* Stay informed on developments in spirituality and religion, working with the staff and Board to assess the impact of long-term trends on the FSC’s mission.
* Facilitate groups and provide presentations on spirituality as part of FSC’s outreach.

**Fund Raising and Development**

* Write articles for the FSC newsletter; represent the FSC with other communication outlets.
* Manage activities related to the planning, execution and evaluation of fundraising and development efforts, including mailed and electronic appeals, fundraising events, planned giving and a monthly giving program.
* Meet and communicate with donors. Acknowledge in writing all donations.
* With the Board and FSPA, oversee the FSC’s quasi-endowment and scholarship endowments and funds. Develop strategies to grow and utilize these investments in a way that promotes equitable access to programs and services and long-term sustainability for the FSC.
* Oversee grant writing efforts.

**Programs**

* Work with the Program/Retreat Coordinator to evaluate new and current program offerings for mission, quality and cost-effectiveness.
* Support staff in developing new programs, initiatives and collaborations.
* Work to provide the technology, equipment and training needed to offer high quality programs.
* Work with the FSC Marketing/Communications Coordinator on strategies for promoting services and programs.
* Assist with groups and programs as needed; presenting, facilitating or supporting a presenter as the staff “shepherd.”

**Operations**

* Act as the direct representative of the Board in the management of FSC. Responsible for staffing and the overall physical, financial and programming aspects of FSC.
* Serve as an ex-officio member of the Board and all its committees. Prepare materials for each Board meeting, including an oral and/or written director’s report.
* Facilitate regular staff meetings.
* Work closely with the Board and FSPA to establish and achieve financial objectives; prepare budgets that demonstrate good stewardship of resources and progress toward financial sustainability.
* Administer the budget. Review financial reports and make recommendations to staff and the Board when budget variations occur.
* Maintain the facilities and their environment according to the Franciscan ideals of simplicity, beauty and hospitality.
* Work with the FSPA Director of Facility Services to provide preventive maintenance and repairs for the building and hermitages, and prepare requests to FSPA for capital expenditures.

**Human Resources**

* Provide ongoing supervision, support and development of staff. Interview and select prospective staff, orient and train, supervise and evaluate.
* Communicate job expectations to staff; provide a supportive, collaborative environment that fosters initiative and creativity; monitor for problems and provide counsel and feedback on performance.
* Provide ongoing opportunities to discuss how staff activities relate to the mission, vision and core values of the FSC and Franciscan spirituality. Oversee an annual, offsite staff retreat.
* Develop staff policies and procedures as needed.
* Provide opportunities for professional development of personnel.
* Collaborate with the FSPA Support Services/Human Resource Coordinator in hiring, setting up new staff members, disciplining and terminating personnel, providing safety training, and maintaining on-going benefits and payroll processing.

**\*\*Other Duties as Assigned\*\***

**Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Well-developed sense of his/her personal spiritual foundation, including an understanding of spiritual direction.
* Be self-motivated and possess excellent communication skills.
* Be willing to maintain and foster the tradition of Franciscan hospitality.
* Be versatile and open to new ideas and approaches.
* Conduct oneself in a professional manner with Sisters, staff and the general public.
* Show concern and respect for others by dealing with people in a collaborative, compassionate, sensitive and responsive manner.
* Embody the heart of a servant leader.
* Respect the confidentiality of others.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the person is regularly required to use hands to finger, handle or feel and talk or hear. The person frequently is required to sit and reach with hands and arms. The person is occasionally required to stand; walk; climb or balance; and stoop, kneel, or crouch. The person must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires flexibility in hours of work; ability to be available in an emergency situation. There are regular evening meetings and weekend events. Attendance at meetings related to the ministry will necessitate time away from the office.

The noise level is usually quiet.

**Prerequisite**: Physical exam, Tuberculosis screening test, drug screen, criminal background check.

**Disclaimer clause**

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understand the job description. I agree to accept the responsibilities and duties as outlined.

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Signature                                                                                 Date

The Franciscan Spirituality Center is a   
Franciscan Sisters of Perpetual Adoration sponsored ministry.

