



## **Executive Director-Retreat and Hospitality Center**

The Marist Brothers Center in Esopus, a center of evangelization, located on the Hudson River in the town of Esopus, NY, is seeking a qualified applicant to serve as executive director beginning July 1, 2019. Founded and administered by the Marist Brothers, a Roman Catholic religious order established for the Christian education of youth with special concern for the poor and marginalized, the MBCE offers experiences of community, service, and spiritual formation in a setting of great natural beauty. From September to June the MBCE serves as a retreat center and welcomes over 5,000 young people yearly. During the summer months the MBCE is proud to be the home of the Mid- Hudson Valley Camp, serving adults and children for over 40 years.

The Marist Brothers Center Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives. This position is responsible for the overall management of the property providing hospitality assistance and facilities management, and interacting with individuals throughout the Marist Brothers Province and all visitors or guests that come to the Center.

### **Essential Duties & Responsibilities:**

- Willingness to grow in knowledge of the mission of the Marist Brothers and the role their mission plays in the wider Catholic Church.
- Prepare and present a long-range vision and strategy for the Center in conjunction with the Board of Directors and the approval of the Board of Trustees.
- Manage all aspects of the overall operation and oversee programing to ensure that all are situated within the mission of evangelization.
- Maintain a working knowledge of significant development and trends in retreat centers and spirituality in general.
- Manage and develop the Center staff, ensuring they are engaged and consistently meeting daily operations. Staffing oversight includes Associate Director of Development, Director of Operations, Director of Facilities and Maintenance, kitchen, caretakers, housekeeping, and volunteers.
- Manage the recruitment and orientation of all volunteers in all seasons
- Manage all personnel requirements for employees of the Center. This includes working to recruit, hire, develop and engage employees; establish or revise policies; update/prepare job descriptions; complete annual performance reviews and annual salary planning.

- Convene and facilitate regular staff meetings.
- Assure that gospel and Marist values are being promoted by all staff members by their spirit of hospitality and welcome.
- Meets quarterly with Board, submits topics for the agenda to the Board Chairperson. Maintains open communication with the Board of Directors throughout the year.
- Prepare and present the annual budget to the Board of Directors; manage the budget to ensure the Center operates within budget guidelines. Ensure that all financial responsibilities are current and accurate, including invoicing & collection.
- Work with the Finance committee of the Board to present quarterly finance reports to the Board and Province CFO.
- Work with the Director of Facilities and Maintenance to prioritize upgrades and capital improvements. Is delegated by the Provincial and his Council to enter into agreements with contractors on behalf of the MBCE for approved projects.
- Coordinates the development of a plan for Institutional Advancement working with existing donors and nurturing new ones.
- Establish relationships with potential funding agencies, preparing grant requests and filing appropriate reports.
- Oversees the development of all public relations materials for the promotion of the MBCE including newsletters, brochures, web site, and social networking.
- Work with Development staff to ensure that databases of potential donors are maintained.
- Oversees the successful integration of the Mid Hudson Valley Camp into the mission of the MBCE.
- Ensures that all staff and volunteers are up to date and appropriately certified in regards to the protection and safety of minors.
- Actively promote the Center to the greater Marist Community and represents the MBCE at public functions.
- Is the liaison between the MBCE and the Provincial and his Council

### **Qualification Requirements:**

Excellent organizational and communications skills. Ability to multi-task and oversee all aspects of managing a conference and retreat facility and summer camp in a successful manner. Strong understanding of Finances and Budgets. Substantial interpersonal, written, and verbal communication skills, including ability to produce

clear, concise reports. Ability to make presentations to varied groups in a public forum. High level of accuracy and attention to detail, decision-making, use of discretion, teamwork, service orientation, independent judgment/action, problem-solving. Highly Proficient in organizational and supervisory skills. Ability to honor and maintain confidentiality. Ability to handle multiple priorities and work flexible hours is required. Excellent public relations skills.

**Education and/or Experience:**

Master's degree preferred with minimum 4 years' experience in hospitality or church management, or any satisfactory combination of experience and training that demonstrates the ability to perform the above described duties. Knowledge and understanding of church organization and operations. Proficiency with personal computer and all basic office equipment, including Microsoft Office and/or other software.

Qualified applicants should send a resume and cover letter electronically to the Chairperson of Search Committee by May 1, 2019, to the email address listed below.

Br. Dan O'Riordan, FMS  
MBCE Search Committee Chair  
Email: [brdano@hotmail.com](mailto:brdano@hotmail.com)