

Loyola Spirituality Center
PART-TIME EXECUTIVE DIRECTOR POSITION

Loyola is in its 40th year of serving women and men seeking spiritual direction and related workshops and retreats. We are seeking a dynamic leader to join us as our Executive Director. The new Executive Director will have a chance to help shape and build Loyola as we move into the next stage of our existence. Our current financial situation is stable and we seek an Executive Director with a passion for cultivating new donors and clients so that we can increase our reach and impact.

The Executive Director will be the key leader of Loyola. A collaborative style in working with Board members, staff, volunteers, clients and donors will be essential for success. The Executive Director will be responsible for setting direction, advancing Loyola financially, and managing the organization. The position reports directly to the Board of Directors.

PRIMARY DUTIES AND RESPONSIBILITIES:

Setting Direction and Leading Loyola in its Mission

- Drives the process of visioning, developing and articulating Loyola’s strategic objectives with the Board of Directors and staff
- Leads staff in setting shorter-term goals, monitoring progress and “course correcting” as necessary
- Reports progress on goal achievement to Board of Directors

Donor-Centered Fundraising

- Establishes effective relationships with potential and ongoing funding sources, including foundations and individual donors
- Develops and implements a fundraising strategy and plans, including goal setting, campaigns and events, and private donations
- Executes fundraising activities including events and direct mail solicitations; oversees the donor management system
- Facilitates the participation of Board members and staff in the relationship building that leads to increased revenue

Marketing and Communications

- Develops and works with staff to implement a marketing and communications strategy for Loyola
- Serves as the primary face of Loyola in the external community – being active and visible in the community, speaking on behalf of the organization and communicating Loyola’s vision,

mission and values

- Establishes and furthers community relations for Loyola – including with other spirituality and retreat centers, churches and other religious organizations, businesses, associations, etc.
- Writes internal and external communications and oversees updated and accurate website/social media content and delivery

Financial Sustainability

- Oversees the fiscal integrity of Loyola, including leading the development of the annual business plan and operating budget, ensuring the accuracy and timeliness of financial statements and providing the Board of Directors with management reporting that facilitates understanding and decision-making
- Ensures tax-exempt status of Loyola by complying with relevant financial reporting requirements and timelines

Staff Management

- Provides oversight to and works collaboratively with Spiritual Directors to facilitate their effectiveness in providing services to clients and working with each other to continually improve Loyola
- Participates in the hiring of Spiritual Directors and other staff
- Supervises the Office Manager, including providing work direction, training/development, performance review/counseling, etc.
- Creates and maintains a good work environment at Loyola and develops/maintains human resources policies to ensure both fair internal practices and external compliance with employment laws

Administrative Services

- Manages the physical premises operations of Loyola including the building which includes safety, lease negotiation/compliance, oversight of space management and the use of rooms by outside service providers
- Ensures the effective operation of systems that Loyola depends upon for day-to-day continuity
- Manages Loyola's relationships with professional services and risk management providers (insurance agents, attorneys, etc.) as necessary to ensure protection of assets, legal compliance, etc.

KEY SUCCESS FACTORS:

- Respect for spiritual direction and the guiding principles of Loyola embedded in the Covenant
- Pro-active and fearless approach to building relationships that lead to increased revenue
- Strategic thinker who is capable of managing details and being “hands on”
- Strong written and verbal communications skills
- Effective interpersonal skills
- Collaborative management style
- Knowledge of the Twin Cities communities

QUALIFICATIONS

- Bachelor’s Degree or equivalent
 - At least four years of nonprofit management or equivalent experience
 - Understanding of spiritual direction
 - Knowledge of and experience working with faith-based organizations
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ORGANIZATIONAL SUMMARY:

Mission: Loyola Spirituality Center is a community of spiritual directors grounded in the Ignatian tradition that invites spiritual seekers to listen and respond to the everyday presence of the Sacred.

Vision: As each person is awakened to the sacred in all life, the world is transformed.

Loyola accomplishes its mission by offering individual and group spiritual direction, overnight retreats (off-site), and spiritual programs and special events. Loyola Spirituality Center welcomes all spiritual seekers, regardless of age, race, sexual and gender orientation or economic means. We are a 501c3 nonprofit organization with no religious affiliation.

With offices located in the Summit-University neighborhood of Saint Paul (Oatmeal Hill of Old Rondo), Loyola currently has a staff of 12 part-time Spiritual Directors and 1 part-time Office Manager. The annual organizational budget is approximately \$215k.

HOW TO APPLY:

Please submit your resume or CV to info@loyolaspiritualitycenter.org with “ED Position” in the subject line.