

Our Lady of the Holy Spirit Center (OLHSC) Managing Director Job Description

A. Identifying Information

Position title: Managing Director

Status: Full Time

Reports to: OLHSC Board of Trustees / Executive Committee

B. Primary Function of this Position

Support the Mission of OLHSC: Facilitate and support an encounter and relationship with our Lord Jesus Christ through Mary, his Blessed Mother, in a Roman Catholic campus, for all who work, visit and volunteer at OLHSC.

C. Duties and Responsibilities

Communication: Managing Director manages OLHSC media, newsletter, social media presence etc. Director will communicate regularly with members of the Executive Cmte.

Fundraising: Managing Director works with the Development Director to continue to grow the donor base, raise funds to support OLHSC operations and projects, and express gratitude to all donors.

Resource Management: Managing Director is to manage employees, helping them to use their talents in support of OLHSC mission. Work with volunteers, maintain and grow their numbers.

Retreats and Programs: Managing Director works with the Retreat Coordinator to sustain and grow OLHSC retreats (individual and group).

Finance: Managing Director works with the Business Manager to manage finances, ensure fiscal responsibility, safeguard assets, produces financial reports.

Maintenance of Campus: Managing Director works with the Maintenance Supervisor to maintain and improve our buildings and grounds, identify and prioritize needed projects.

D. Position specification/requirements

Managing Director must have excellent management ability, excellent knowledge of accounting and financial controls, good communication skills, and knowledge of building maintenance. Candidate must be a practicing Catholic in good standing with the Church.

E. Working Environment

Managing Director will maintain office with the other staff members, and will work hours as a fulltime employee, and be on site as needed for evening and weekend functions.

F. Salary

Commensurate with experience.

G. Vacation / Personal Days

Set by the OLHSC Exec Cmte