

# Job Description – Associate Director of Bellarmine Jesuit Retreat House

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Bellarmino Jesuit Retreat House is part of the Society of Jesus, commonly called the Jesuits, which is the largest religious order of the Catholic Church and serves in 112 nations on 6 continents. Bellarmine maintains an atmosphere of sacred quiet and on its grounds and buildings. Bellarmine is committed to fostering the spiritual development of Catholics and people of faith through a variety of retreats and contemporary spirituality programs.

**The role of the Associate Director** is to work for and with the Executive Director, providing a high level of assistance in promoting the mission and ministry of Bellarmine Jesuit Retreat House. The Associate Director will manage the staff and spearhead all special projects regarding events, financial development, planning, and building renovation, and work with the Executive Director to ensure that Bellarmine is a safe environment for all guests and staff.

## **Specific Duties of the Associate Director:**

### **1. Exercise Leadership of the Staff:**

- Hire and manage all personnel (Office, Maintenance, Housekeeping – 15 employees) who do not report directly to the Executive Director; and conduct training, performance evaluations, work allocations, problem resolution, and terminations.
- Manage Foodservice contract and supervise Kitchen Manager.
- Human Resources Management: oversee personnel records, health insurance, pension, and 403b plans, and update and enforce Employee Handbook.
- Foster a respectful and cooperative work environment among employees.
- Develop a culture of learning and growth; provide opportunities for professional development.
- Participate in Virtus Training and make sure all employees are Virtus-trained and current; provide other staff training as needed.

### **2. Oversee Bellarmine's contact with the Public:**

- Oversee Bellarmine communications, e.g., annual program guide, annual report, and quarterly communication, and manage communications team member.
- Work with Development personnel to create end of year annual appeal materials.
- Plan and facilitate annual volunteer meeting and Youth Ministers' round table discussion.

### **3. Execute Administrative Duties:**

- Oversee the reservations and all activities related to persons making a retreat, including event management and guest reception.
- Manage vendor contracts, relationships, and effectiveness.
- Ensure conservative fiscal spending in alignment with the budget; spearhead benchmarking.
- Administer Payroll; be responsible for Accounts Payable; oversee all accounting functions.
- Ensure safe and well-maintained facility and grounds and high quality of cleanliness.
- Implement and maintain an emergency response plan.
- Execute additional responsibilities delegated by the Executive Director.

#### **4. Duties with regard to the Board of Directors and Board of Members:**

- Engage with the Board and Leadership on Strategic Planning.
- Present the Budget for Operations to the Board annually; provide month-end statements, reports, and KPIs as required by the Board of Directors and Board Finance Committee.
- Attend annual Board of Members meeting and provide budget and additional reports as requested.

#### **5. Duties with regard to the Church and the Society of Jesus:**

- Collaborate with Jesuit retreat houses around the country to advance the mission, grow in Ignatian Spirituality, and leverage knowledge and resources.
- Participate in regional and national spirituality leadership meetings.

**To Apply: Please send a resume and cover letter to [hr@jesuitretreat.org](mailto:hr@jesuitretreat.org).**

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