



JOB TITLE: Executive Director

DEPARTMENT: Mercy Center Auburn

REPORTS TO: Regional Director of Ministry

FLSA Status: Exempt

Mercy Center Auburn, sponsored by the Sisters of Mercy of the Americas, offers and supports opportunities to enhance the life of prayer and spiritual growth of persons and communities. We offer hospitality to persons, ministries, and service groups whose philosophy and beliefs are in harmony with gospel values. we host groups who, like the Mercy Ministry Corporation, are committed to the betterment of the poor, the sick, the uneducated, and the “seeker.”

JOB PURPOSE: The Executive Director is responsible for all administration functions of Mercy Center Auburn. The services will be provided with a spirit of hospitality that embodies the charism of the Mercy Ministry Corporation and in accordance with all Mercy Ministry Corporation policies and procedures.

A full job description will be provided at time of interview.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Articulate and advance the mission and ministry of the Mercy Ministry Corporation and Mercy Center Auburn.
- Manage and oversee all aspects of the retreat ministry: operations, administration, program staff, marketing, spiritual direction, gift shop, overall hospitality.
- Work closely with Institute Finance Department to manage the finances of the Center including planning, budgeting, and accountability (this includes but is not limited to, ensuring the fiscal viability of the Center); Identify potential contributors through examination of past records, individual and corporate contacts, and knowledge of the community.
- Develop and submit grant proposals for funds from private foundations, corporations, and government agencies.
- **Other duties as requested.**

QUALIFICATIONS:

Education, Competencies and Experience

- Bachelor's degree with at least three years of administrative/managerial experience.
- Proven experience in organizational management
- Experience and ability to manage all Information Technology aspects of ministry including website and electronic newsletter editing, updating and management.
- Experience with events.
- Experience in all Advancement activities including events planning, donor development, annual appeals and writing grants.
- Embrace the mission and values of the Mercy Ministry Corporation and the Mercy Spirituality Center.
- Possess and utilize good administrative, team building and communication skills.
- Demonstrate competency and creativity in long range planning and problem solving, open to suggestions with the capacity to make independent decisions when the need arises.
- Excellent communication, public relations, development, and marketing skills
- Ability to work a flexible schedule and travel if needed.
- Adapts to changing environments with evolving systems and structures including the Institute of the Mercy Ministry Corporation of the Americas.
- Demonstrate personal integrity and commitment to ethical principles.
- Organizational and time management skills are essential.
- Ability to handle multiple tasks at a time.
- Work as a team member, utilizing a collaborative style of decision making.
- Possess written and personal communication skills.

Preferred Qualifications

- Familiarity with Mercy Ministry Corporation and the Mercy Spirituality Center.

AMERICANS WITH DISABILITY SPECIFICATIONS

Physical Demands

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

Physical Activity

- Carrying
- Writing
- Bending
- Stooping
- Grasping

- Standing • Twisting • Sitting • Lifting • Walking
- Kneeling • Reaching overhead • Crouching • Filing documents
- Using telephone, printers and fax machines

Physical Requirements

- The employee may be required to occasionally bend, stoop, twist and/or lift, pull, push and carry up to 20 lbs.
- Must be able to safely use office equipment.
- The employee will be required to operate office equipment such as computers, telephones, printers and fax machines and work with manual filing systems.

Visual/Audible Acuity Requirements

- Must be able to see and hear clearly.
- Must have depth perception and be able to distinguish basic colors.
- Must have use of side vision.
- Must be able to read and distinguish small print.
- Must be able to speak clearly and make self-understood while also understanding others using the English language.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedures, and manuals.

Work Environment

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

- Work is performed in a modern office environment.
- Some overnight travel may be required.

Full-time

Salary: \$102,000.00 - \$120,000.00 per year

Exempt

40hrs a week

9:00am - 5:30pm (This is an example of what the schedule could look like)

Flexibility to be available after-hours evenings or weekends, periodically as needed.

Some weekends may be required, and schedule will vary depending on the scheduled retreats.

This position is onsite. No remote work available.

This location offers free lunch to their employees.

Benefits package currently includes 10 paid holidays.

The Sisters of Mercy ensure the care of their employees by providing free of charge employer paid:

- Short Term Disability Insurance
- Long Term Disability Insurance
- Life Insurance and Accidental Death and Dismemberment Insurance
- Company provided and additional matched employee contributions to 403b Retirement Plan
- Paid Holidays
- Paid Sick Time
- Paid Vacation
- Paid Parental Leave
- Adoption Assistance

We also offer:

Medical, Dental, Vision, Teladoc, EAP plan, Health Savings Account, and Flexible Spending Account.

The Sisters of Mercy celebrate diversity. The Mercy mission centers on our commitment to anti-racism, women, earth, non-violence and immigrants.

If interested in applying you can send your resume and answer the questions regarding your qualifications through Indeed:

<https://www.indeed.com/job/executive-director-mercy-center-8897c82edb5b1ba7>