

The Ignatian Spirituality Center at Saint Thomas More Seeks Executive Director

Position Description June 2024



Founded in 2022, the Ignatian Spirituality Center at Saint Thomas More in St Paul, MN, is seeking a skilled manager with vision to serve as its Executive Director.

Rooted in the Spiritual Exercises of Saint Ignatius of Loyola, the Ignatian Spirituality Center at Saint Thomas More offers experiences and tools for all seekers to strengthen and deepen their relationship with God and their neighbors; and to co-labor with Christ, actively participating in building the Kingdom of God. The Center responds to our world's thirst for a personal, practical spirituality grounded in our lived experiences, one that draws us deeper into an intimate relationship with the living God.

HOW TO APPLY

Interested candidates are invited to submit a resume, letter of interest, and three references to info@ignatianspiritualitycenter.org

CORE RESPONSIBILITIES

1. Lead and manage the Ignatian Spirituality Center.
2. Coordinate strategic planning for the organization and advance its strategic priorities.
3. Administer the financial, personnel, and resources of the ISC for its long-term sustainability.
4. Creatively invigorate our vision and mission in our region and the wider community.

REQUIRED EXPERIENCE

1. Deep knowledge and understanding of Ignatian Spirituality, including experience with Ignatian-centered programming
2. Strong ability to collaborate, build relationships and network with current and yet to be identified community partners
3. Proven effectiveness at leading and growing early-stage, start-up endeavors

PRIMARY DUTIES

1. Manage the daily operation of the Ignatian Spirituality Center, and provide leadership mentoring, development, and support to staff.
2. Implement an annual evaluation for the ISC staff and participate in ongoing evaluation of the ISC programs with the Board.
3. Oversee the ISC's budget and finances and provide regular financial updates for Board review and approval.
4. Articulate and market a long-term vision and mission for ISC to external audiences and partners.
5. Build relations with and work collaboratively with other Ignatian organizations and spirituality centers.
6. Provide visible and credible leadership and support for the external relationships.
7. Initiate, encourage, and work with the ISC staff and Board in cultivating relationships and outreach to other churches and spirituality groups, and to organizations and individuals who may not be familiar with Ignatian spirituality.
8. Shape and initiate efforts to build relationships with people forgotten and locked out of our society; develop appropriate programs (anchored in Ignatian spirituality) for these members of our community.
9. Oversee marketing and public relations for the center, particularly through our newsletter and website. This includes encouraging partner and various affiliate organizations to promote ISC events.
10. Develop board meeting agendas and work with the board chair to ensure consistent and full membership of the board and its committees; manage the nominating process for new board members.
11. Coordinate the development of a strategic plan. Initiate and coordinate the ongoing implementation and evaluation of the Strategic Plan. Prioritize implementation of the various strategics and directives within the plan.
12. Oversee program development and evaluation.
13. Organize and manage ISC events. Take an active role in program presentations as appropriate.



Position Description June 2024 (Continued)

DESIRABLE QUALITIES

1. Servant leadership in relation to staff, board, ISC partners, and participants
2. Strong ability to collaborate, build relationships and network with current and yet to be identified community partners
3. Proven ability to engage effectively and respectfully with groups and individuals typically neglected and/or overlooked by mainstream groups with power and influence
4. Experience with non-profit board(s), leadership development, program management and staff mentoring and development
5. Fiscally responsible budget management and fund development experience
6. Strategic and directional planning experience with faith based and/or nonprofit organization(s)
7. Mindful leadership in supporting diversity and inclusion
8. Interest in making at least a 3-year commitment to this important role
9. Strong listening, oral and written communication skills
10. Ability to work effectively with board and staff
11. Proficiency in Office (Word, Excel, Publisher, Outlook)

The Executive Director reports to the Ignatian Spirituality Center Board of Directors. The position requires a commitment of 20-30 hours a week beginning September 2024. The Executive Director is expected to be on-site at the Center at least 50% of the time and attend most events sponsored by the Center. A competitive salary is offered contingent on experience and includes additional compensation for benefits.

