

Seeking an Executive Director of Precious Blood Renewal Center

Precious Blood Renewal Center, a spirituality and retreat center in Liberty, Missouri, is seeking an executive director.

Resume and Cover Letter Required

Applicants must submit a cover letter and their resume. The cover letter should speak to the candidate's qualifications and leadership experience and convey their alignment with the mission and values of Precious Blood Renewal Center. Email these documents to jobs@pbrenewalcenter.org.

General Expectations

This is a new position. The successful candidate for executive director of Precious Blood Renewal Center will have

- Experience developing / guiding spiritual/pastoral programming — content that changes peoples' lives.
- Experience with strategic planning, both from the perspective of working with a team to develop a vision and successfully implementing it. Demonstrated success in creating something new.
- Experience with marketing, communications and outreach to effectively expand a program.
- Experience developing / delivering hybrid programming and different types of content.
- Able to work in a collaborative, supportive and spirit-led environment.
- An advanced degree in pastoral ministry, spirituality or spiritual direction and five to seven years of experience working in these areas.
- Experience in administration at a management level.

The Renewal Center, sponsored by the U.S. Province of the Missionaries of the Precious Blood and guided by their spirituality, is grounded in the Roman Catholic tradition. It is committed to working with all faith traditions and seekers.

This is an on-site position. The executive director must reside in the Kansas City metro area.

Scope of the Executive Director's Work

Provides a guiding vision for the Renewal Center informed by the mission statements of the Renewal Center and of the U.S. province of the Missionaries of the Precious Blood.

Works collaboratively with the Renewal Center staff to fulfill the Renewal Center mission. The current Renewal Center staff comprise two spiritual directors, a director of hospitality, housekeeper, a director of operations, a part-time maintenance worker, and a director of engagement. These staff members report to the executive director.

Nurtures relationships with the Renewal Center's three key constituencies: spiritual seekers, people in pastoral ministry and service sectors, and members and companions of the Missionaries of the Precious Blood.

Is the chief administrator of the Renewal Center and works with the Precious Blood provincial finance office and human resources office to maintain responsible stewardship of the resources entrusted to the Renewal Center ministry.

The executive director reports to the Missionaries of the Precious Blood U.S. province leadership council.

Key Job Duties

- Facilitate a process in collaboration with Renewal Center staff to prepare and implement a long-range vision and strategy for the Renewal Center to further the ministries of the word, renewal, reconciliation and restoration that form the heart of Precious Blood spirituality.
- Coordinate and direct the planning of programs, days of reflection and retreats, and other activities offered by the Renewal Center, and help lead programs with other staff members.
- Supervise Renewal Center staff.
- Prepare and submit an annual budget. Manage the budget, monitor expenditures and income, and be responsible for the Center's overall financial management.
- Prepare reports of Renewal Center activities for the Provincial Council as requested.

Salary

Salary commensurate with qualifications and experience. Benefits competitive with similar organizations.