

The Marianist Province of the United States

POSITION DESCRIPTION

TITLE: Executive Director

FLSA: Exempt 100%

Reports To: Bergamo Board of Trustees

LOCATION: Bergamo Center

GENERAL SUMMARY: The Executive Director of Bergamo Center for Lifelong Learning serves as chief executive officer of the Center, carrying out its mission, providing leadership in developing its vision, and enhancing its operational and financial success. The Executive Director collaborates with his/her leadership team to achieve the mission set forth and approved by the Board of Trustees of Bergamo Center. The Executive Director is a member of the Mount St. John Council of Directors.

Bergamo Center for Lifelong Learning, located at Mount St. John, Beavercreek, Ohio, a 501c(3) corporation, is a sponsored ministry of the Marianist Province of the United States (the Marianists). The Executive Director will ensure that the charism of Blessed Chaminade, the mission of the Marianist Province of the United States and the Catholic Church are advanced by the Center. The Director will work closely with the Board of Trustees and the Bergamo staff to ensure that the Characteristics of Marianist Retreat Centers are fostered and promoted and that Marianist traditions and values are embodied in the organization.

PRINCIPAL DUTIES AND RESPONSIBILITIES

A. Administration and Personnel Management

- Submit the annual report of the Bergamo Center, which includes financial operating performance, to the Bergamo Board of Trustees and the Members of the Corporation each year.
- Determine the structure of the Bergamo Center leadership team.
- Review and evaluate performance, in relation to job descriptions and annual goals, of the leadership team and all employees under his/her direct supervision.
- Supervise the development of all employee policies related to benefits, general administration and work conditions, and update the employee handbook accordingly.
- Meet regularly with the leadership team and other employees under his/her direct supervision to review progress toward annual goals and cultivate a positive working environment.
- Initiate, maintain, and manage staff and board formation in Marianist spirituality and charism.
- Authorize all employee hires and releases.
- Propose salary increases and modifications to employee benefits to the Board of Trustees.
- Manage contracted service agreements and ensure they support the mission of Bergamo Center.
- Develop, coordinate and participate in new employee orientation.
- Set standards for hospitality and customer service and maintain a process for solicitation and incorporation of guest feedback.
- Assure compliance with local and state child protection laws, as well as with Archdiocese and Province programs regarding child protection.

B. Program Development

- Develop, in collaboration with the Leadership Team, new initiatives that enhance and support the mission of the Center and respond to the strategic plan articulated by the Board of Trustees.
- Ensure that all programs fall within the mission of Bergamo Center and its Catholic/Marianist tradition as recommended by the Board of Trustees.

C. Financial Management

- Ensure sound financial management of Bergamo Center and all financial information related to its operations.
- Work with the Board of Trustees' finance committee to develop multi-year fiscal plans and annual operating budgets.
- Submit annual operating budget for upcoming fiscal year to the Board for approval.
- Collaborate with the leadership team to set the facility pricing schedule each year.
- Authorize any non-recurring expenditure up to \$20,000.
- Oversee compliance with the audit process and respond promptly and thoroughly to requests from independent auditors for materials.

D. Advancement of Bergamo Center

- Maintain an active network among Mount St. John, the larger community and religious leaders within the Greater Miami Valley, keeping them abreast of the priorities of Bergamo Center and the development, expansion and support of its mission and vision.
- Develop and implement an active marketing strategy.
- Work with the directors to acquire funds for specific priorities of Bergamo Center.
- Maintain memberships in professional associations commensurate with the responsibilities of the position.
- Routinely review all memberships and associations of professional staff members at Bergamo Center.

- Attend all meeting of the Board of Trustees and report on the center
- In collaboration with the Board of Trustees and the leadership team, recruit new members to the Board of Trustees.

REQUIRED QUALIFICATIONS:

1. Practicing Catholic
2. Bachelor's degree in theology, religious studies, business, education, psychology or related field
3. Experience bringing an organization's mission and vision to fruition
4. Experience providing leadership of a complex organization
5. Demonstrated ability to lead collaboratively
6. Ability to interact effectively with multiple constituents, including guests, vendors, employees, and members of the Board of Trustees
7. Demonstrated successful experience developing and implementing a budget
8. Significant relevant experience supervising others in a professional capacity
9. Able to obtain SafeParish certification and maintain compliance with local and state child protection laws, as well as with Diocese and Marianist Province programs regarding child protection.
10. Strong written and oral communication skills
11. Ability to work a flexible schedule

PREFERRED QUALIFICATIONS:

1. Master's degree in theology, religious studies, or business
2. Member of the Marianist family
3. Ability to articulate and inspire others to be committed to the Marianist mission and values
4. Significant relevant experience in ministry, preferably organizing and implementing retreats
5. Relevant experience in the hospitality or food service industry
6. Previous experience in advancement or fundraising

ACCOUNTABILITY: The Executive Director is an *ex officio*, non-voting member of the Board of Trustees, an arrangement that allows the director to collaborate with the board in the visioning process. The Executive Director reports to and is evaluated by the Bergamo Board of Trustees. The annual evaluation of the Executive Director is based upon meeting goals that are mutually determined with the Board of Trustees. Basic standards of performance include successfully accomplishing the mission of the Bergamo Center and its strategic plan in conjunction with fiscally sound administrative practices. Decisions of compensation and benefits are ordinarily reviewed on an annual basis within the terms of the agreement between the Board of Trustees and the Executive Director of Bergamo Center.

PHYSICAL DEMANDS:

- Regularly perform desk-based computer tasks.
- Frequently sitting, yet be on feet up to 75% of the time.
- Be able to stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, use a telephone, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 50 pounds.
- Ability to work long hours when needed.

REASONABLE ACCOMMODATIONS: Lifting up to 25 pounds is essential for this position. Lifting weights above 25 pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

SIGNATURES

Employee: _____	Date: _____
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Supervisor: _____	Date: _____
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