

**CEO/ Director**  
**Holy Name Passionist Retreat Center**  
**430 Bunker Hill Rd**  
**Houston, Tx 77024**

**Summary**

In keeping with the vision of St. Paul of the Cross, Holy Name Passionist Retreat Center supports and encourages the great human spiritual adventure; the discovery of God and God's loving compassion through Christ Crucified. Holy Name Passionist Retreat Center exists to provide hospitality, healing, compassion, and opportunities for spiritual growth.

The Holy Name Passionist Retreat Center (Center) seeks a full-time CEO/Director whose purpose is to serve as the general business and facility manager. The CEO/Director responsibilities include but are not limited to the financial and operational management, employee relations, marketing, development while providing a welcoming and hospitable environment to retreatants and visitors of the Center. The CEO/Director will be expected to represent the archdiocese to financial partners and financial institutions, benefactors, foundation executives, auditors and public officials etc.

Suitable candidates must be an active Catholic in full communion with the Catholic Church, a visionary leader and energetic advocate for the ministry and charism of the St. Paul of the Cross Passionists.

**Essential Duties and Responsibilities**

Manage all aspects of the Retreat Center under the guidelines of the Retreat Center's Policy governance documentation including but not limited to:

- Ensure that all activity, social media, and retreat content are within the teachings of the Catholic Church. Ensure that Catholic values are being promoted by all staff members by their spirit of hospitality and welcome so that all are treated under Christian values.
- Maintain communications with Holy Cross Province, The Passionist Community, and the Archdiocese of Galveston-Houston. Maintain a working knowledge of significant development and trends in retreat centers.
- Be the public relations face and actively promote the Retreat Center. Develop and implement promotional strategies
- Be hospitality minded and maintain communication and relationships with all donors. Assist with and oversee all major fundraisers for the center.
- Work with human resources to recruit, hire, develop and engage employees. Convene and facilitate regular staff meetings. Provide continued education for the staff on the Charism.
- Work with Administrator to manage kitchen, housekeeping, facility and office staff.
- Oversee the Retreat Center Schedule, keeping in mind the overall mission of Saint Paul of the Cross. Coordinate calendar events to increase participation and understanding of the Charism. Including but not limited to: Catholic retreat Spiritual Direction Program (English and Spanish), Recovery retreats and programs,
- Produce and lead the Recovery Advisory Board meetings throughout the year.

- Prepare and present the annual budget to the Board of Directors yearly for approval before sending it to the province for final approval. Manage the Retreat Center within budget guidelines and policy governance limitations.
- In preparation for board meetings, prepare a director's report, policy governance responsibilities and financial statements with commentary.
- Prepare and present an innovative and forward-thinking long-range vision and strategy for the Retreat Center.

### **Experience and Education**

Minimum of 5-10 years of experience as a Business and/or Finance Director and Facility Manager; preferably with the Catholic Church or a Catholic organization.

A Bachelor's degree in a business-related field is required, advanced degree in business administration, finance, or accounting a plus. MBA preferred but not required.

### **Skills and Knowledge**

- Advanced knowledge of budgeting principles and practices, accounting principles, investment, and financial reporting methodologies.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Possesses a high degree of flexibility in order to achieve objectives and meet demands.
- Has proficiency with information technology, including knowledge of database and accounting computer applications to supply the most accurate information.
- Basic knowledge of accounting and payroll procedures.
- High level of accuracy and attention to detail, decision making, use of discretion, teamwork, service orientation, hospitality, independent judgement and action, problem solving, organizational, and supervisory skills. Ability to honor and maintain confidentiality.

Suitable candidates will please email a cover letter, resume, and salary requirements to [bbicarell@gmail.com](mailto:bbicarell@gmail.com) with **Holy Name Passionist Retreat CEO/Director on the subject line.**