

October 28, 2017



Our Lady of the Prairie Retreat

2664 145th Avenue, Wheatland, IA, 52777-9670 Phone: 563-374-1092

OLPR DIRECTOR (Full-Time Position)

Job Summary: The OLPR Director works cooperatively with the Congregation of the Humility of Mary (CHM) leadership to uphold the mission and core values of CHM. The OLPR Director will work collaboratively in all matters of general administration, planning, fiscal management, property maintenance, personnel management, public relations, marketing and communication. www.chmiowa.org/retreat

Mission: We who carry on ministry at Our Lady of the Prairie Retreat provide hospitality and service in a sacred space of peace and beauty that promotes respect for all creation in the tradition of the Congregation of the Humility of Mary (CHM). We welcome all to come for prayer, spiritual renewal, solitude, conferences and meetings.

Core Values: Respects all people, appreciates diversity among people, cultures and spiritual traditions; is well versed in Catholic theology, social teachings and contemporary cosmology. Upholds the principles of sustainability as detailed in the document “Land Ethic and Principles of Sustainability”. (2016-17)

Responsibilities:

1. Promote and sustain the mission of OLPR and charism of CHM.
2. Initiate, plan, coordinate and promote OLPR sponsored programs.
3. Hire and supervise OLPR staff.
4. Work collaboratively with OLPR Assistant Director, Property Manager and Advisory Committee to promote the mission of OLPR, long range planning, budget, fund development and financial reporting.
5. Work collaboratively with OLPR staff in scheduling events, preparing and delivering services and programs.
6. Work collaboratively with OLPR Assistant in preparing and delivering services and programs.
7. Work collaboratively with CHM Communications, Development and Finance Directors.
8. Maintain the identity and spiritual nature of OLPR.

Qualifications:

- Dedication to retreat work as a ministry.
- Familiarity with retreat facilities, planning and scheduling of events.
- Three or more years of non-profit management/leadership in hospitality, operations and human resources.
- Strong sense of hospitality and collaborative skills.
- Willingness to work a flexible schedule.
- Master’s degree or certification in spiritual direction and/or pastoral ministry preferred.
- Ability to communicate effectively, both verbally and in writing.