



Job Posting
April 26, 2024

Position:	Executive Director, The Well Spirituality Center
Status:	Full Time Exempt
Reports to:	Board of Directors of The Well

In the spirit of hospitality and resonating with The Well's mission of fostering an awakening to our Unity with the Divine, One Another and all Creation, the Executive Director is responsible for the operation, development, and nurturing of The Well, a sponsored ministry of the Congregation of St. Joseph (CSJ). The Executive Director acts as a representative of the ministry in public activities and affairs.

ESSENTIAL FUNCTIONS:

- Ensure that the mission and charism of the Congregation as well as its Generous Promises and Sacred Works are embodied and incorporated into all aspects of The Well
- Work in collaboration with the Board of Directors and the staff of The Well to further the mission of The Well as a regional center for the telling of the Sacred Universe Story and to advance the strategic initiatives
- Work in collaboration with the Board to create and implement the strategic plan for The Well.
- Keep the Board informed of all operations and programs of The Well
- Sign, with the previous authorization of the Board, all checks, program contracts, purchase of service contracts, proposals, applications, government forms, and other documents necessary and appropriate to the implementation of policies and programs as set forth in the bylaws or as otherwise stated from time to time by the Board of Directors.
- Provide professional leadership to employees and volunteers of The Well along with supervision, direction, and training for both staff and volunteers as appropriate.
- Hire, supervise and evaluate employees of The Well.
- Oversee the development of an attractive and comprehensive program which fully reflects the mission of The Well, ensuring that The Well's programs are presented from the larger perspective of the evolutionary universe.
- Oversees Well programs and events, including but not limited to: presenters and speakers, retreats, rituals, and prayers for The Well community and outside agencies (Churches, Schools, etc.) looking for retreat leadership; children's ecological programs.
- Work with the Board Finance Committee and the Congregation of St. Joseph (COSJ) Finance team to create a budget, manage the finances, prepare for the Annual Review and all required corporate filings, including IRS 990 and state reports.
- Oversee grant applications and systems for tracking and reporting grant expenses.
- Direct the fund-raising efforts of The Well including planning, marketing, preparation, and execution of all fundraising events, with the assistance of the Development Committee of the Board.
- Build and maintain relationships with Well supporters, participants, and donors which should include all appropriate communication as well as individual meetings with donors to secure major gifts.
- Oversee the tracking, acknowledgement, issuing of receipts, and payment reminders for pledge drives and other fundraising initiatives undertaken by the Board.
- Engage with CSJ Ministries and the Congregation of St. Joseph to ensure participation by the Well in the overall vision of the Congregation. As a sponsored ministry of the Congregation of St. Joseph, the Executive Director is the primary point of contact with CSJ Ministries, CSJ Initiatives, and the Congregation of St. Joseph.
- As a member of the CSJ Mission Network, attend the annual convocation and participate in formation activities, including Spirits on Fire; collaborate with other Mission Network leaders and ministries.
- Serve on the CSJ Laudato Si' Action Platform (LSAP) Committee and ensure the alignment of The Well with LSAP goals, integrating LSAP teachings and practices into Well programming.
- Perform such other duties and hold such other offices as shall be delegated by the Board of Directors.
- Unexpressed duties are periodically required and requested.

KNOWLEDGE, SKILLS AND ABILITIES:

- Familiarity with the sacredness of the universe, the extent of the environmental crisis, and the evolution of human consciousness, the perspectives that underpin and permeate The Well programming.
- Awareness of church, environmental, and world issues and resources to assist in planning programs that educate others about them.
- Possess personal qualities of inclusiveness, hospitality, compassion, patience, and efficiency.
- Demonstrate skills to administer The Well in a professional, compassionate, and efficient manner and the ability to lead a team in a collaborative shared-leadership model.
- Ability to embody a collaborative, shared-leadership model and decision-making process that fosters trust, transparent and effective communication, accountability, with mutual respect and support.
- Ability to work with diverse groups in a manner that creates harmony and promotes cooperation.
- Ability to recruit and organize volunteers to assist with various events and projects.
- Excellent organizational skills and attention to detail.
- Understanding of budgets and finances.
- Excellent verbal and written communication skills.
- Knowledge of grant writing and reporting a plus.
- Ability to establish priorities but demonstrate flexibility about necessary changes/modifications.

EDUCATION AND EXPERIENCE:

- Bachelor's degree or equivalent.
- Minimum two years of experience/training in areas related to the skills and abilities needed for this position, including making presentations, chairing meetings and events, and supervising employees.
- Prior experience in developing or implementing strategic planning preferred.
- Computer literacy: Word, Excel, Outlook, and PowerPoint.
- Spiritual Direction and Reiki experience a plus.
- Experience with video conferencing systems in support of hybrid learning environments is a plus.

WORKING CONDITIONS:

- Work schedule requires flexibility, working periodically on weekends and evenings.
- Able to help with set-ups, moving equipment, walking about facility and using stairs, light lifting.

Candidates are invited to send letter of interest and resume to Monica Wodke, HR Director, mwodke@csjinitiatives.org by Friday, May 10, 2024.