**Executive Director – Position Description**

**St. Thomas More Center**

**Job Title:** Executive Director

**Position Type:** Fulltime, Exempt

**Corporation:** St. Thomas More Center

**Reports to:** Bishop of the Diocese of Des Moines or his Delegate

**General Responsibilities:**

The Executive Director of the St. Thomas More Center is responsible for maintaining, implementing and developing resident camping and retreat programs that are responsive to the spiritual needs of youth and young adults primarily within the Diocese of Des Moines. As the leader of an affiliated nonprofit corporation, the Executive Director fosters a comprehensive and holistic approach to youth ministry in conjunction with diocesan and parish ministries which recognizes the cultural, developmental and spiritual diversity among adolescents and young adults. The Executive Director will maintain a faith-filled, nurturing, safe and fun community that promotes Gospel values and the teachings of the Roman Catholic Church.

**Essential Functions:**

* Assures that the philosophy and mission of the St. Thomas More Center is apparent in the performance of duties. Communicates and promotes a strong commitment to the Center’s philosophy, mission, strategic plan, and Catholic identity.
* Supervises and mentors direct reports to ensure professional competence and skill development. Administers human resource policies, implementation, recruitment, training, and annual evaluations for employees and volunteers to ensure compliance with diocesan and secular laws, with special attention to Safe Environment Program.
* Directs the development, implementation and evaluation of the Center’s strategic plans to ensure collaboration with key stakeholders and other community partners.
* Oversees the work of others and ensures the effectiveness of the Catholic Youth Camp.
* Fosters efforts at inclusion of the Hispanic Community and other, especially South Sudanese and Burmese ethnic groups in the programs and leadership of the Center.
* Designs and implements a structured, leadership development curriculum for young adults serving in paid and volunteer positions.
* Expands, oversees and promotes retreat opportunities that meet the needs of youth and young adults and serves the needs of youth ministers and catechetical leaders.
* Responsible for maintaining and enhancing a culture of safety for all visitors, including campers, retreatants and employees of STMC.
* Develops and oversees the operating budget and capital expenditures of the organization; including risk management, facilities management, and technology infrastructure.
* Oversees accounting and cash handling policies and procedures for the organization.
* Oversees the corporate brand and logos to ensure effective marketing and public relations, including print, website and other media usage.
* Obtains and supervises the ongoing accreditation by the American Camp Association.

**Additional Functions:**

* As directed by the Bishop or his delegate, accepts and manages charitable gifts and works with prospective donors to support Center funds held in The Catholic Foundation of Southwest Iowa. Works with the Bishop and diocesan Director of Stewardship to solicit charitable support for annual and special needs; including implementation of an annual fund campaign.
* Promotes vocations to religious life and the priesthood.
* Completes other assignments as directed by the Bishop and his team.

**Essential Relationships:**

* Supervises the Facilities Manager, Director of Camp and Office Manager.
* Provides updates and seeks advice from volunteer Advisory Board.
* Works closely with the Diocesan Director of Youth and Young Adult Ministry, and other staff members of the Diocesan Department of Evangelization and Catechesis, and the Coordinator of Hispanic Youth Ministry.
* Works with youth ministers and pastors to foster connections and support parish youth and young adult ministry.
* Works with diocesan staff in finance, human resources, property management, development, and vocations.
* Works with representatives of the Lake Panorama Association.

**Minimum Knowledge/Skills and Abilities Required:**

* Must be a practicing Catholic in good standing with the Catholic Church.
* Holds a bachelor’s degree from an accredited institution, or equivalent experience.
* Minimum of five years of successful leadership experience in any of the following: administration; financial and budget management; Catholic youth and young adult ministry; or camp management.
* Proven experience and skills in directing and supervising staff; including volunteers.
* Excellent oral and written communications skills; Spanish language competency desirable, but not required.
* Holds a valid Iowa driver’s license.

**Working Conditions:** The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms.
* Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
* Frequently required to lift and/or move up to 10 pounds regularly and occasionally lift and/or move up to 25 pounds.
* Regularly exposed to outside weather conditions, especially Iowa summer weather.
* Noise levels in the work environment are consistent with activities involving 175-200 youth.
* Ability to perform under stress when confronted with an unusual, dangerous, or emergency situations, or in situations when working speed and sustained attention are crucial.
* Ability to maintain a high standard of courtesy and cooperation in dealing with youth and young adults, parents/guardians, and co-workers despite the stress of a camp environment.

**Special Conditions:**

* This position will maintain a year round office at St. Thomas More Center and has the opportunity for remote work seasonally.
* Significant time at camp location is expected during summer season (overnight housing will be provided to reduce drive time).
* Travel to conferences and other trainings.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.