POSITION DESCRIPTION

**TITLE:** Administrator - St. Francis Spirituality Center  
**FLSA:** Exempt

**GENERAL SUMMARY**

The Administrator will work with the team of the St. Francis Spirituality Center to provide a wide range of programs, retreats and services for spiritual growth and professional development. The Administrator is a team member who will support and promote the mission of the Sisters of St. Francis and that of the St. Francis Spirituality Center through their work of administration and programming.

The daily administration of the retreat center, will model Franciscan leadership; respect for all individuals, empowerment, collaboration, communication, commitment to the growth of others, and informed decision making.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

**A. General**

1. Integrates the mission and charism of the Sisters of St. Francis in all retreat center initiatives and serves as a role model in a positive manner in all business interactions within the organization and when representing the Sisters to the outside community.

2. Works with the St. Francis Spirituality Center team to assure that an atmosphere of welcome and respect is maintained and portrayed to all guests, visitors and employees.

3. Serves as a member of the Hospitality Team, welcoming guests and providing for overnight security. Works with the Office Coordinator who coordinates the Hospitality Team.

4. Active member of the Development committee; the committee works to promote programs and develop fundraising projects for the St. Francis Spirituality Center. Sets the agenda for the quarterly Development committee meetings.

5. In collaboration with the Development committee and Leadership Team Liaison for the Sisters of St. Francis sets future direction and strategic planning for the St. Francis Spirituality Center.

6. Networks within the religious and civic community to promote the St. Francis Spirituality Center.

7. Oversees and directs the seasonal décor in the Center including chapel.

8. Participates in manager meetings, and other campus groups needed for healthy relationships between campus entities.

9. Contact person for those who utilize office space within St. Francis Spirituality Center.

**B. Programs, Retreats and Spiritual Development**

1. Researches and invites potential presenters for sponsored programs and retreats based on community needs and interests that fit within the Center’s mission of healing, reconciliation and renewal. Encourages and invites Sisters and Associates to share in this ministry.

2. Promotes the use of the facility for hosted retreats and meetings.

3. Designs flyers for sponsored programs in collaboration with the Communications Coordinator.
4. Updates the kiosk and display boards in the Center.

5. Works in cooperation with the Communications Coordinator and Office Coordinator to update St. Francis Spirituality Center’s web page and market programs via news media and social media.

6. Provides program information to the St. Francis Spirituality Center team and, via the Office Coordinator, to the Communications Coordinator for marketing and distribution, detailing program content. Maintains marketing records for future reference.

7. Creates or researches virtual opportunities for spiritual growth i.e. zoom.

C. Financial and Fund Raising Responsibilities
   1. In collaboration with the Office Coordinator, prepares an annual budget and monitors financial resources with good judgment.

   2. In consultation with the Office Coordinator, analyzes the monthly budget report provided by the Finance Department for St. Francis Spirituality Center, including SpiritSpace Gallery and Gifts.

   3. Works in collaboration with the presenter and the Office Coordinator to establish pricing/fees for retreats and programs.

   4. Oversees St. Francis Spirituality Center’s fundraising efforts in cooperation with the Mission Advancement Office. In collaboration with the Director of Mission Advancement participates in campus fundraising efforts.

D. Personnel
   1. Works in collaboration with the Director of Human Resources in regards to personnel issues. i.e. recruitment, job descriptions, performance reviews, orientation, safety training, time and attendance tracking.

   2. Supervises employees and volunteers, observing all personnel policies and procedures. Develops team members through orientation and ongoing training.

   3. Holds monthly team meetings to promote communication, problem solving and team involvement. Keeps staff informed of events, programs and policies.

   4. Assists in other tasks, as appropriate, and works as a team member in achieving St. Francis Spirituality Center goals.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Bachelor’s degree in Business Administration or Theology/Spirituality or a related field or an equivalent combination of education and experience.

2. Ability to learn, understand and support the Sisters of St. Francis mission and values.

3. Proficient knowledge required in Microsoft Office computer software programs: Internet Explorer, Outlook, Word, Excel and Publisher.

4. Excellent oral and written communication skills.

5. Excellent organizational skills.

6. Ability to establish and rearrange priorities.

7. Ability to be flexible. To work alone and/or with others as a team. Self starter a must.
8. Ability to approach people in a manner which creates harmony and promotes cooperation.

9. Requires coordination and manual dexterity; normal mental and visual ability; ability to lift as required in a normal office environment.

10. Required activities include: walking, sitting, standing, stooping, reaching, pushing, pulling, talking, handling, hearing, listening, carrying and keyboarding.

**WORKING CONDITIONS**
Generally, normal office hours; however, hours must be flexible to meet the needs of the Spirituality Center’s retreats, programs and events, which will include some evenings and weekends.

**ACCOUNTABILITY**
The Administrator of the St. Francis Spirituality Center is directly accountable to the Liaison for the Sisters of St. Francis Leadership Team.

**SIGNATURES**
The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _______________________________ Date: ____________________________

Supervisor: _______________________________ Date: ____________________________