

# LOYOLA

Jesuit Center • Morristown, NJ



## EXECUTIVE DIRECTOR

April 17, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

## OUR MISSION

"Accompanying all who seek a deeper friendship with God."

## VISION STATEMENT

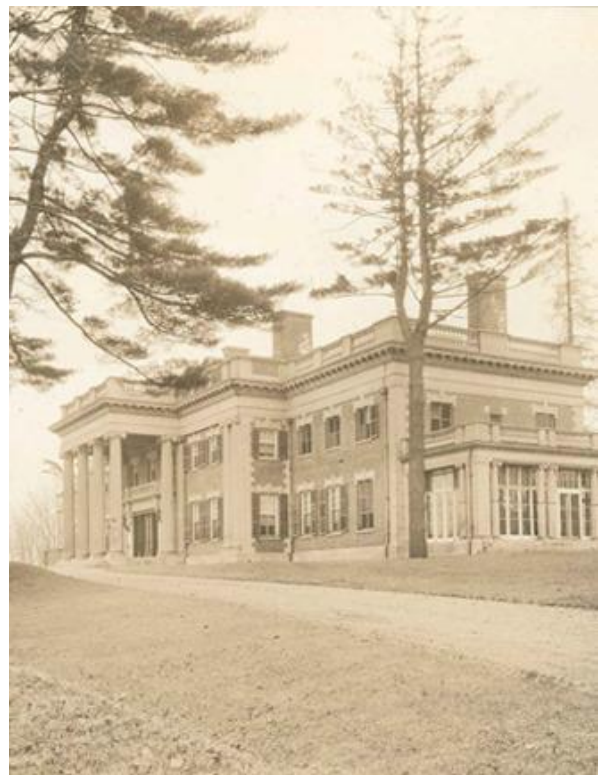
Rooted in our Catholic and Jesuit identity, we will fulfill this welcoming mission by:

- Sponsoring a variety of retreats and days of prayer, offering the experiences of discernment and contemplation at the heart of Ignatian spirituality and the Spiritual Exercises.
- Providing spiritual direction, contemporary programming, and other resources for growing in a personal, mature relationship with God in a place of peace and serenity.

## HISTORY

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On June 10, 1927, Loyola House of Retreats (now Loyola Jesuit Center) in Morristown, New Jersey was officially opened as a retreat center on the former grounds of the Foote family estate. Loyola Jesuit Center offers a variety of retreats for outside groups supporting Recovery and Homeless missions including, ISP, Matt Talbot, 12-Step Fellowship, Eva's Village, Hope House, and Father English.



*A beautiful statue of the Venerable Matt Talbot, the patron of men and women struggling with alcoholism, sculpted by Brian P. Hanlon, graces the back gardens of the retreat house.*

## PROGRAMMING

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Loyola Jesuit Center offers a variety of retreat offerings and spiritual programs to meet people where they are on their spiritual journey. Loyola's current spiritual offerings include weekend retreats, days and evenings of prayer, week-long directed and preached retreats, private retreats, a condensed 8-week Spiritual Exercises program and ongoing spiritual direction.

In addition, Loyola hosts retreats for high school groups, the homeless, Matt Talbot retreats for those in recovery and other groups whose mission is aligned with LJC's values.

Currently, LJC's most popular offering is a traditional silent weekend retreat which begins on Friday evening and concludes midday Sunday after Mass and lunch. Each retreat has a unique theme and is rooted in the Spiritual Exercises of St. Ignatius Loyola. All retreats are led by an experienced retreat director who presents material to stimulate individual reflection.

More recently an alternative weekend retreat model has been offered on select weekends. This model uses a similar schedule to that used in the silent weekend retreat but provides time for small and large group sharing in addition to silent time for individual reflection.

Weekend retreats are offered in men-only, women-only and co-ed formats.



## Expectations of the Executive Director

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The Executive Director functions as the CEO of LJC and is responsible for leading and managing all aspects of LJC. The Executive Director is accountable to the Board of Trustees and acts as a liaison between the Board and staff.

The ED is missioned by the Jesuit Provincial to serve as the “Director of the Work”, embracing the vision, mission and values of the Society of Jesus in its broad efforts to offer the Spiritual Exercises in as many ways as possible.

The new ED needs to be a transformational leader. The Board seeks a leader who can assist in reimagining LJC as a spiritual center for the future. Working closely with the Board and staff, the ED formulates, communicates, and implements a strategic vision and plan for LJC.

The ED is the face of LJC and inspires a love and passion for LJC’s mission with everyone they meet; the ED is as much an evangelist for the mission as a leader of the organization. The Executive Director ensures the strategic effectiveness of LJC’s signature programs; designs new, innovative programs aligned with LJC’s mission; leads successful fundraising, cultivating relationships that continually strengthen LJC’s extended community; and guides the staff to collaborate and excel in administration of all programs and support functions.

## Responsibilities

### Leadership

The Executive Director works in partnership with the Board of Trustees to ensure strong organizational governance and leadership.

- Lead the development of a strategic vision and plan to guide LJC.
- Foster positive relationships among the Board and staff.
- Actively engage in Committee and Board meetings.
- Ensure effective communication with trustees and the timely provision of appropriate materials for Board meetings.
- Inform the Board about the condition of LJC and key factors influencing it.

### Development/Stewardship/Communications

This is a key, broadly defined responsibility, with particular focus on fundraising and cultivating relationships.

- Serve as the chief spokesperson of LJC.
- Create a highly visible, unique identity and profile for LJC.
- Develop and execute successful development and fundraising plan each year, working with the Director of Development/Stewardship.
- Develop and execute a successful communications plan that includes personal outreach, email, social media, website programming, etc.

- Meet major donors to request donations; sign all donor letters and exercise leadership for development events and for capital campaigns.
- Cultivate relationships with parishes and other groups within and beyond the Diocese of Paterson.
- Ensure effective leadership of and communication with LJC Ambassadors.
- Contribute to LJC communications such as daily reflections, weekly newsletters, etc.
- Develop marketing strategies to invite and secure high school groups and other organizations for retreats and other events.
- Nurture relationships and foster good public relations within the local community.
- Foster and strengthen the relationship between LJC and the USA East Province of the Society of Jesus.

### **Financial & Risk Management**

- Oversee the financial management of the organization.
- Prepare annual budget with the Controller and Board Finance Committee.
- Propose staff compensation and obtain Board approval.
- Provide the Board with comprehensive, regular reports on LJC's financial health.
- Cultivate a strong risk management culture; Identify and evaluate the risks to LJC (retreatants, staff, management, volunteers, property, finances, goodwill, and image) and implement measures to mitigate risks.
- Ensure that the Board of Trustees and LJC carry appropriate and adequate insurance coverage.
- Ensure that LJC is a safe environment for our guests and staff.

### **Programming**

- Oversee the planning, implementation, and evaluation of LJC's programs and retreats.
- Ensure that all programming supports LJC's mission and reflects Jesuit and Board priorities.
- Develop a process for ongoing evaluation and improvement of all programming.
- Work with the Jesuit Provincial and his representatives to encourage ongoing Jesuit staffing of LJC.
- Be present regularly for retreats and other programs in order to greet and interact with retreatants.

### **Organizational Planning & Management**

- Oversee the efficient and effective day-to-day operation of LJC.
- Develop and execute an operational plan that supports the strategic objectives of LJC.
- Ensure that the operation of LJC meets the expectations of our retreatants, groups, Board, and benefactors.

- Draft policies for the approval of the Board and prepare procedures to implement the policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Develop and manage a robust volunteer program.
- Maximize utilization of house capacity.
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained.
- Oversee the planning, implementation, execution, and evaluation of special projects.
- Oversee buildings and grounds, including regular maintenance and new construction.

### **Human Resources Planning & Management**

- Evaluate and modify organizational structure, staff roles and responsibilities required for LJC to effectively deliver its mission.
- Oversee the implementation of human resources policies, procedures and practices including job descriptions for all staff.
- Work collaboratively with staff to build a cohesive team maximizing the expertise, capabilities, and gifts each person brings to their work.
- Recruit, interview and select staff that have the technical and personal attributes to further LJC's mission.

## **Preferred Attributes & Experiences**

**The Board of Trustees of LJC seek a practicing Roman Catholic who is an accomplished leader of absolute integrity and who is passionate about LJC's mission.**

Candidates must demonstrate most, if not all, of the following critical competencies and attributes:

- Strong judgment, adaptability, a cool head in moments of crisis, a knack for bringing out the best in people, and the ability to pursue a challenging mission with creativity and joy.
- Relationship builder: Ability to inspire others to become passionate about LJC's mission.
- Strategic Thinker: Assesses options and actions based on trends and conditions in the environment, and the vision and values of LJC.
- Promotes collaboration and transparency, respects the perspectives and views of others, yet is decisive when necessary.
- Promotes of a culture of dignity, kindness, compassion, and inclusion.
- Dedicated to continuous improvement in all aspects of the organization and to professional development.
- Disciplined, process-driven, and solutions oriented.
- A servant leader: leads by example.
- Optimistic, positive, can-do attitude.
- Accessible and approachable — a visible presence.

- Ethical: Behaves in a manner consistent with high ethical standards and aligned with the values of LJC.
- Communicate effectively: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective tools and techniques.
- Creative/Innovative: Develop new and unique ways to improve LJC programming and operations and to create new opportunities.

Candidates should demonstrate the following executive leadership and management abilities and credentials:

- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Five to seven years experience in a senior leadership role at a nonprofit institution.
- Demonstrated ability to develop and implement successful strategic plans.
- Experience working with and motivating a diverse senior leadership team to define and achieve common goals.
- Demonstrated success in institutional advancement and fundraising.
- Ability to delegate effectively and ensure accountability.
- Superior organizational management skills, including strong competence in overseeing financial and operational matters.
- Understanding of financial strategies and finance-related performance metrics.
- Aptitude for marketing and public relations; commitment to being visible and to making connections with the greater community in order to enhance LJC's image and reputation.
- Aptitude for understanding technology's role in supporting programming, development, and operations.
- An understanding of Ignatian spirituality as experienced in the Spiritual Exercises of St. Ignatius of Loyola.
- Knowledge of leadership and management principles as they relate to non-profit/volunteer organizations.
- Prior experience managing a spiritual ministry preferred.

## Education

- Bachelor's Degree required; Master's Degree a plus.
- Training or experience with Ignatian Spirituality, the Spiritual Exercises and/or retreat ministry is preferred.
- Professional training or experience with business administration, organizational leadership, or non-profit leadership.

**Travel:** Expected travel 10%; minimal overnight travel.

**Salary:** Depending on qualifications and experience. Comprehensive benefits and a retirement plan. Details available during interview.

**Application Deadline:** June 1, 2023

*(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Grant Underwood  
Recruitment Specialist  
Catholic Recruiter Associates  
[Grant@CatholicRecruiter.com](mailto:Grant@CatholicRecruiter.com)

**Note:** Only those selected for an interview with the search committee will be contacted.

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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