



Executive Director for Franciscan Mountain Retreat

Mt. Irenaeus, the Franciscan Mountain Retreat located in scenic western New York, seeks an Executive Director (ED) to act as chief operating officer and provide vision and strategic planning for this organization with a rich 30-year history. Working within our collaborative management model, the ED will supervise the day-to-day operations of “the Mountain” working closely with the president/ animator, resident friar community, the board of trustees, staff and students from nearby St. Bonaventure University.

Key responsibilities include:

- Develop and execute annual plans in concert with the collaborative management model
- Supervise the day to day operations of the Mountain staff
- Act as project manager for key Mountain initiatives
- Develop the annual financial plan
- Develop annual fundraising plans, activities and goals
- Regular interactions with the leadership of the Mountain Board of Trustees, St. Bonaventure University and Holy Name Province

Successful candidates will have administrative and collaborative leadership experience as well as excellent communication skills. A master’s degree in theology or pastoral ministry is preferred as is fundraising experience.

Information is available on the website of Mt. Irenaeus <http://www.mounti.com/executive-director/>

Interested applicants are asked to submit resumes by Jan. 30, 2015 to mount.irenaeus.jobs@gmail.com. Those with questions are asked to contact Fr. Dan Riley, OFM, Mt. Irenaeus president/animator, at 716-307-0126 or Michael New, board chair emeritus, at 802-343-9037.

