



## **The FCJ Christian Life Centre (Calgary AB) Executive Director Job Posting (#2022-02)**

The FCJ Christian Life Centre (operating as the FCJ Retreat and Conference Center) is inviting suitable candidates to apply for the position of **Executive Director**. This is an opportunity for a highly motivated individual who has a rich and growing personal spiritual life and who is inclusive and welcoming to other faiths. Grounded in Gospel Hospitality and the Catholic tradition, the Director will help foster an atmosphere, both in the building and the surrounding grounds, conducive to experiencing the presence of God. The Executive Director will need skills and experience as a leader and manager.

### **Who we are:**

The FCJ Christian Life Centre is a corporate ministry of the Sisters, Faithful Companions of Jesus, since 1980. The FCJ Sisters are ... *companions, faithful to the Lord and to each other. They work together in the service of the Church to build the body of Christ.* (FCJ Constitutions)

The Mission of the FCJ Centre derives from the charism and spirituality of the FCJ Society. The Centre strives to be an oasis of hospitality and hope where all are welcome, and God can be experienced in a changing world. The FCJ Centre, located in the heart of Calgary, seeks to respond to the spiritual needs of local, national, and global faith communities.

The Centre values the inherent dignity and spiritual nature of the human person, and its staff desire to collaborate with all people of goodwill and to serve with respect and compassion. We are proud to offer a comfortable and welcoming environment for staff and guests of the FCJ Retreat & Conference Centre. The Centre offers retreats, spiritual direction, and programming in-house, through outreach, and virtually. We welcome other non-profit groups who delight in sharing this oasis in Calgary.

### **Role of the Executive Director:**

Committed to the Mission, Vision, and Values of the FCJ Centre, the Executive Director will enthusiastically and energetically lead the FCJ Centre into the future. The Executive Director is responsible for animating and actively participating in ministries and committees of the FCJ Retreat and Conference Centre by providing for retreats and programs inspired by the FCJ Mission and the Charism of Marie Madeleine D'Houët, foundress of the Sisters, Faithful Companions of Jesus.

The Executive Director is appointed by the General Leadership of the FCJ Society. The Executive Director is directly responsible to the FCJ Area Leader of the Americas and works closely with the FCJ Centre Board of Consultants in planning for the FCJ Centre. The Executive Director participates in FCJ Centre Board of Consultants' meetings, reporting on the Centre's programming, finance, etc. and consulting the Board on budget issues, future programming, and strategic planning in general. The Director is an ex officio member of all the Board of Consultants' Committees.

**Required Education, Competencies, and preferred Experience:**

**Education:**

- A post-graduate degree, preferably in theology, scripture, religious studies, religious education, or a related discipline

**Competencies:**

- Understand the unique needs of non-profits and charitable organizations
- Well-developed emotional intelligence – strong Interpersonal, collaborative and relationship skills
- Effective communicator, sensitive to various degrees of English fluency in a diverse environment
- Financial acumen – budgeting, fund development, sourcing and writing grant applications, working with financial advisors
- Effective delegation skills that empower team members, while meeting the needs of the Centre
- Manage, promote, and continue to grow the volunteer program at the Centre
- Foster inclusion, enabling the Centre to serve an increasingly diverse society
- Maintain integrity, confidentiality, and professionalism at all times
- Strong work ethic

**Preferred Experience:**

- Experience as a collaborative and visionary leader of an organization
- Experience developing and implementing successful strategic plans
- Experience in cultivating internal and external relationships, as well as managing and leading human resources
- Knowledge of and compliance with City, Provincial and Federal legislation that could affect the Centre's operation
- Using technology for greater efficiency
- A grounded Christian spirituality with a passion for and willingness to live out and promote the core values of the FCJ community and the culture of the FCJ Christian Life Centre

**Specific Duties:**

The Executive Director, in consultation with the FCJ Centre Board of Consultants and with local FCJ leadership as required, is responsible to:

Promote the FCJ Centre in its endeavor to *widen our circle* and provide *welcome and hope of reconciliation to all*, but especially to those who experience exclusion, exploitation, and injustice. (General Chapter 2019)

- Collaborate with the current staff and the FCJ sisters in creating a caring and compassionate community
- Ensure the FCJ Centre is a safe environment for our guests and staff
- Demonstrate inclusivity and cultural sensitivity to the diversity of Calgary
- Execute strong organizational skills

# FCJ RETREAT & CONFERENCE CENTRE

A corporate ministry of the Sisters Faithful Companions of Jesus (FCJ) since 1980

- Implement the FCJ Centre's Strategic Plan in consultation with the FCJ Centre Board of Consultants, staff and others as required
- Recruit competent and engaging retreat facilitators and speakers
- Act as the lead in human resource management
- Lead the FCJ Centre into the future, appreciating the past, but open to walking new paths
- Ensure that FCJ Centre policies for staff are followed
- Develop and maintain positive relationships with donors and potential donors
- Exercise leadership for fund development activities and capital campaigns
- Welcome youth and families to collaborate in the creation of a hope-filled future
- Model and invite commitment to the care of our 'Common Home' (Pope Francis, 'Laudato Si')
- Give final approval for all programming
- Promote, create and support opportunities for professional development in our ministry
- Represent the FCJ Centre to the FCJ Society and the Local Church

## **Hours of Work:**

A normal work week is expected to be 40 hours. Flexibility for some evening and weekend commitments as well as assist other departments as needed.

## **Remuneration:**

The Executive Director receives an annual salary of between \$75,000 and \$85,000, depending on skills and experience. Information on benefits is available to candidates who are invited to the second stage of interviews. Commit to an initial five-year term of employment, with the possibility of renewal.

## **To apply:**

Qualified candidates are invited to send their application to Sr. Mary Rose Rawlinson fcj at [mrrawlinson@fcjsisters.ca](mailto:mrrawlinson@fcjsisters.ca) by 5 pm on July 4, 2022. Please include "Application for Executive Director" in the subject line of your email.

Your application should include a resume and cover letter that outlines why you feel that you are the best candidate for this position.

Please include in your resume the names and contact information (email and phone number) of three or more referees who can speak to your skills and administrative/leadership experience.

All applicants will be informed of the progress of their application.

Please note that if you are selected for this position, you will require a Police Information Check.

*To protect public health, including the safety of our staff, clients, and the resident community of FCJ Sisters, this position is conditional on the candidate being fully vaccinated against COVID-19.*