

## THE MARTHA RETREAT CENTRE SOCIETY

### EXECUTIVE DIRECTOR POSTING

January 2020

The Martha Retreat Centre Society Board of Directors is searching for a unique Executive Director to be a **leader and manager** for the Martha Retreat Centre in Lethbridge, Alberta.

This is an opportunity for an individual who has a **rich, personal spiritual practice and an inclusive and open faith**. Grounded in **Gospel Hospitality and the Catholic tradition**, the Martha Retreat Centre fosters a **welcoming and hospitable atmosphere** that is conducive for **quiet contemplation, reflection, prayer and meditation** for people of all traditions or none. The Executive Director will work with the Board to **develop and coordinate programs** in support of achieving our Mission (see Page 3 of this posting). **Quality administrative skills** are required for organizational finances and fiscal leadership as well as staff and technology management for progressing toward strategic goals.

The Board is interested in elevating awareness of the Martha Retreat Centre as a place of solace and rest in a world that can seem overly busy and hectic for so many. The Executive Director will have experience with **marketing, public relations and communications** with **demonstrated writing and presenting abilities**. Due to the nature of this organization as a small, for-impact not-for-profit, we understand that some services will need to be contracted or solicited. Candidates are expected to have knowledge in **coordinating resources and services and negotiating positive relationships** with service-providers and volunteers. Volunteers are an important part of Martha Retreat Centre's spirit of service, faith and love. Being able to **effectively coordinate staff and volunteer resources** will be another area of importance to the Board in the selection process.

The Board has a clear mandate that was developed in collaboration with the founding Sisters of St. Martha (see Page 3 of this posting). We are on a path toward **sustainability within three years** so, while serving the individuals and groups who come to the Centre for retreats and programming, we also require talent and expertise in **fund development and marketing**. The facility, which is 51 years old, requires tender, loving care and the Board is interested in maintaining the safe, clean, quiet and gentle atmosphere for which the Martha Retreat Centre is known. Some background in **facilities maintenance** or coordinating those services would be valuable.

In summary, the ideal candidate will **develop and coordinate programs** that serve the Mission of the Martha Retreat Centre in a way that is aligned with our Purpose and Values and meets the needs of our Beneficiaries (see page 3). You can **take care of facility and technology needs** through service-providers and volunteers as required. Your enthusiasm for the Centre stimulates **increased awareness and growth in programs** aligned with the Mission. This translates into aligned and **effective fundraising activities**. Your leadership skills result in an **engaged and positive staff and volunteer environment** and you not only support the Board but take initiative to **collaboratively create a bright future** for the Centre.

Other attributes that are considered important:

- Post-secondary education, preferably with some background in business; experience creating and managing budgets
- Leadership experience in a faith-based community and/or service-oriented not-for-profit
- A designation or certification related to spiritual practices would be valuable; a regular, personal spiritual practice is expected
- Demonstrated ability to manage multiple key constituent relationships including government agencies; a well-defined sense of diplomacy including negotiation, conflict resolution and people management skills
- Knowledge of personnel practices and procedures
- Effective attention to detail and a high degree of accuracy
- Exceptionally high level of integrity, confidentiality and accountability. There will be a Background Check completed on the selected candidate(s)

There may be some travel required as part of understanding the retreat network in Canada and the Martha Retreat Centre role in that environment. The Executive Director will have the ability to make presentations about the Centre and may also lead programs at the Centre as a facilitator as duties allow. Overtime may be required and is compensated as time-in-lieu unless mutually agreed to pay-out. It is anticipated that this position involves a 40-hour work week, but those hours may be inconsistent depending on the program requirements. The final salary will be negotiated with the selected candidate.

**Special Note:** There is the opportunity for the Executive Director and their partner/spouse to live at the Martha Retreat Centre as part of their employment contract. This would be considered as a special circumstance and candidates interested in this option should express that in their cover letter.

**If you are interested in this special, unique and heart-felt role**, please submit the following to [boardpres@martharetreatcentre.ca](mailto:boardpres@martharetreatcentre.ca):

- A robust Cover Letter outlining your interest in this opportunity, how your background fits with the requirements and detailing your personal spiritual practice as it would relate to understanding the needs of those who come to the Martha Retreat Centre
- Resume or CV with date ranges for each position and educational experience along with reason for leaving previous positions

**Please apply by February 7, 2020.** The Board would like to have a new Executive Director in place sometime in March 2020. All submissions will be reviewed and responded to regarding whether they have been shortlisted for interviews.

### Our Mission

The **Martha Retreat Centre** seeks to provide a quiet, welcoming space where people, individually or in groups, can come away and rest awhile, nourish their spirits and open their hearts to God's call to them in the current reality of their life's circumstances.

### Our Purpose

...to advance the well-being and spiritual strength of all interested people throughout Western Canada and specifically in southern Alberta  
...to enhance spiritual health through education in the form of instructional seminars and retreats  
...to benefit the community by providing a facility for retreating into stillness and quiet thorough connection with the Divine...in nature, in one's life experiences and through sharing with others

### Our Values

- Gospel Hospitality and Respect for All
- Reflection, Rest, Silence
- Spiritual Development and Renewal
- Faithful Stewardship

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*Invitation, welcoming, belonging, home, inclusive, growth, hope, retreat, spiritual well-being, faith, spirituality, wholeness, a journey of the heart, stillness and quiet, caring for the environment, finding the divine within and without, sustainability*

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### Our Services

Providing space for guided and self-directed renewal  
Providing opportunities to enhance spiritual well-being, understanding and wisdom

### Our Beneficiaries are People Seeking...

#### A Place for Rest and Renewal

##### They come because

Stressed, exhausted, depleted  
To hear their voice  
Seeking refuge from the world  
To reconnect with their 'whole being'  
To be present for their experience  
To find and explore awareness  
The setting and environment soothe  
Peace and silence are calling them  
Someone told/invited them  
A good meal  
Non-judgmental place  
Someone invited them

#### Opportunities to Enhance Spiritual Well-being and Connect with Like-minded Others

##### They come because

Sharing knowledge and spiritual learning  
Thirst for learning  
Responding to a yearning  
Wanting/needing 'something'  
Searching for connection  
Spiritual fulfilment and engagement  
Catholic or other Faith connection  
Spiritual discernment and calling  
Spiritual direction  
Working on themselves in silence  
Companionship and fellowship  
Facilitators and programming are what they need  
Curiosity  
Someone invited them