THE IGNATIAN SPIRITUALITY CENTER OF KANSAS CITY

SEARCH FOR A NEW EXECUTIVE DIRECTOR

March 25, 2019

The Ignatian Spirituality Center is recognized as the metropolitan area's valued resource for assisting people in deepening their relationship with God in Jesus Christ based on the spirituality of Saint Ignatius of Loyola. Further, the ISCKC serves as a resource for people seeking to develop or enhance their skills as prayer guides and spiritual directors. We are seeking an Executive Director to manage and develop the center. The mission of the Ignatian Spirituality Center of Kansas City is to give, foster and witness to the Spiritual Exercises of Saint Ignatius of Loyola.

Title of role: Executive Director

Reports to: Chair, Board of Trustees

Schedule: Part time, 20 hours per week

Location: Kansas City (this is not a position that can be worked remotely)

Responsibilities

The Executive Director of the Ignatian Spirituality Center is responsible for the overall management of the ISC, including: managing the finances of the Center; fundraising for the ISC; and overseeing the delivery of the programs.

Specific Responsibilities include:

- Manage day-to-day operations
- Implement program promotion and outreach efforts, including emails, database, website and printed materials
- Supervise staff and consultants as needed
- Oversee special events

- Direct the recruitment and recognition of volunteers
- Serve as a liaison with key partners such as: (1) the U.S. Central and Southern Province of the Society of Jesus; (2) Saint Francis Xavier Parish; (3) Rockhurst High School; and (4) Rockhurst University
- Ensure the Board's fulfillment of all legal requirements for a nonprofit organization
- Provide reports to the Board of Trustees
- Assist the Board of Trustees with Board development and recruitment
- Assist the Board of Trustees with the development and implementation of a strategic plan
- Identify for the Board other opportunities for collaboration

Education/Experience/Attributes

The successful candidate will exhibit a commitment to the Ignatian Spirituality Center and its work, as well as a willingness to grow in understanding of Ignatian spirituality and Jesuit traditions. Preference will be given to those who have completed the Spiritual Exercises.

The candidate should have:

- Demonstrated project management skills, financial management skills and experience working with current technology
- Good networking skills and the ability to build relationships of trust
- Strong communication skills, both oral and written
- Strong analytic skills in order to process information and make decisions

The candidate must have:

- A high degree of integrity and hold ethical standards

- Maintain confidentiality
- Treat others with dignity and respect

HOW TO APPLY

Submit a letter of interest and resumé to:

Search Committee
Ignatian Spirituality Center of Kansas City
1001 E. 52nd Street
Kansas City, MO 64110

Or email to:
connect@ignatiancenterkc.org
Please write “Search Committee” in the subject line.

The letter should address the candidate’s work history, commitment to Ignatian spirituality and examples of the skills required by the position. Applications need to be received by April 30, 2019.

Applicants will be notified when their letters are received and, after review by the Search Committee, will be informed about the next step in the application process.