



**Program Director
Position Description
September 2019**

Cranaleith Spiritual Center is looking for a Program Director responsible for developing and operationalizing retreat and program activity in faithfulness to the mission of Cranaleith, intentionally attending to the spirituality and mission of Mercy, its critical concerns and core values of compassion and justice. In addition to fulfilling the principle duties and responsibilities, the successful candidate will project a high degree of identification with and passion for the mission of Mercy.

Status: Full Time, Non-Exempt

Supervisor: Executive Director

Principal Duties and Responsibilities

- Organize, coordinate and as necessary participate in retreats and programs developed in collaboration with presenters and Cranaleith staff, shaping schedule of offerings to reflect the identity of Cranaleith as a Mercy Spiritual Center
- Develop annual program calendars (Summer, Fall/Winter/Spring) including the identification of themes/topics, presenters, dates, pricing and potential marketing strategies in collaboration with Marketing/Communications, Finance and Conference Center staff
- Recruit and contract with presenters to provide retreats, programs and services
- Manage presenters and programs including continuous cultivation of relationships, compensation/stipends and support
- Cultivate, place and nurture volunteers to support programs and hosted groups operations
- Assess and evaluate existing programs and utilize resulting information to modify and grow program offerings
- Support Board of Directors Program Committee including development and timely submission of quarterly minutes and reports
- Other related duties and responsibilities

Required Knowledge, Skills, and Abilities

- Demonstrated previous experience in programs regarding spiritual and religious development, retreat ministry and/or spiritual direction; group dynamics and team building; management/administration; knowledge of creating the environment conducive to the Prayer Center
- Highly organized and capable of handling a variety of responsibilities related to program development and operations
- Creativity, flexibility, capacity to make independent decisions when circumstances warrant
- Ability to network and interact with a broad base of individuals/organizations
- Computer skills and proficiency in MS Office Suite
- Excellent verbal and written communication skills

- Minimum of master's degree with at least three years of previous retreat/spiritual direction and administrative experience with current continuing education
- Ability to work evenings, weekend daytime in a flex schedule
- Comfortable being in proximity to domesticated and farm animals

Americans with Disabilities Act (ADA) Requirements

- Physical: Perform moderately difficult motor skills such as operating computer keyboard. Frequently walk, stand and sit for prolonged periods of time
- Sensory: Able to read fine print in written documents and use visual discrimination in reading documents, including color discrimination. Distinguish normal sounds with some background noise, as in answering telephones, pagers, etc. Able to speak clearly and make self-understood while also understanding others using the English language
- Reasoning/Cognitive Ability: Frequent need to understand and communicate concepts behind specific ideas and the theories behind several related concepts. Must be able to frequently remember multiple tasks/assignments given to self and others over long periods of time with frequent interruptions. Must be able to continue work started by another individual
- Environmental Conditions: Functions in a general office environment under normal conditions.
- Equipment: Ability to operate personal computers and standard office equipment
- Mathematical Skills: Ability to calculate figures and to apply concepts of basic math
- Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence

Please forward cover letter and resume to cflaherty@cranaleith.org.