

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Executive Director Tecaboca

FLSA: Exempt

Reports To: Executive Committee of the Tecaboca Board

LOCATION: Mountain Home, TX

General Summary: The Executive Director is responsible for focusing on the overall strategic direction, sustainability, and promotion of Tecaboca: A Marianist Center for Spiritual Renewal. The Director is further called to embody Tecaboca core values; Be faithful to the Marianist Catholic Charism, maintain the Sanctity of Place, and grow spiritually through a variety of experiences.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Planning, organization, and directing the organization's operations and programs
2. Hire, retain and lead a diverse, highly qualified staff and volunteers by providing career coaching, growth, and personal development for them.
3. Developing and implementing consistent inventory and cost accounting policies, procedures, and operational reporting/metrics
4. Overseeing and reporting on the organization's results for the board of directors
5. Develops and oversees implementation of the Development Plan in consultation with leadership and advancement teams.
6. Develops and manages portfolio of donors and prospective major donors across Texas by leading in cultivation, solicitation, and stewardship; maintains current documentation of activity.
7. Bolster and build new partnerships with the Archdiocese of San Antonio, Universities and Central/South Texas schools.
8. Strategically grow Tecaboca's summer camp program and yearly retreats that are in compliance with the American Camp Association Standards and State of Texas Youth Camp Health Department Requirements.
9. Communication of Tecaboca's mission and core values, (including community building, land stewardship, Catholic spirituality, and the integrity of creation), by words and habits, both in the workplace and when representing Tecaboca in recruitment, public relations, and fundraising events
10. Be part of a staff and volunteer rotation as host of groups leasing the facility for retreats.

QUALIFICATIONS AND EXPERIENCE

1. Bachelor's Degree in a related field
2. Experience of 3 – 5 years leading a non-profit organization and developing staff professionally.
3. Proven ability to establish objectives, set performance standards, and organize and motivate a team to achieve goals.
4. Personal track record of developing a fundraising plan
5. Experience driving a non-profit organization to a balanced budget.
6. An understanding and experience with the Marianist Catholic traditions and charisms preferred, or willingness to learn about, and to support the vision and values of the Marianists.
7. Proficiency in Microsoft Windows suite.
8. Must have, or be able to attain, a Texas Driver's License.

SKILLS AND ATTRIBUTES

1. The desire and ability to learn about and support the Marianist Charism to facilitate the development of Marianist spirituality with all staff and volunteers.
2. A passion for the outdoors and its stewardship, as a sacred place that can reach children and adults spiritually, and as a backdrop for positive recreation.
3. Embraces diversity and inclusion.

LOCATION OF THE POSITION

1. Must be located in the San Antonio/Bexar County or Kerrville/Kerr County Area.
2. Position is a hybrid role.

WORKING CONDITIONS

This position requires the ability to present yourself in a professional manner, communicate, listen to others, observe others' actions, read text and information; comprehend instructions and manuals, plan and organize, and physically move about the camp property in various environmental conditions. Must be available to work on site for camp sessions as well as some evening, weekend, and overnight hours.

REASONABLE ACCOMMODATIONS

Lifting to twenty-five pounds is essential for this position. Lifting weights above 25 pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

Compensation and Benefits

Salary commensurate with experience and qualifications

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and to assign other duties as necessary.

For consideration, please email resume and cover letter by to:
bbuchmeyer@gmail.com
no later than Friday, October 14.