

**Executive Director**  
**IGNATIAN SPIRITUALITY CENTER**  
**Position Description**

Entering its 29<sup>th</sup> year, the [Ignatian Spirituality Center \(ISC\)](#), is seeking a person of vision to serve as its next Executive Director. The new leader will help animate the ISC's mission to nurture compassion, healing, and justice by engaging spiritual seekers in deepening their connection to God, self, and others.

**CORE RESPONSIBILITIES:**

Integrate knowledge and experience of Ignatian Spirituality to:

- Provide servant leadership for the management and administration of the Ignatian Spirituality Center.
- Lead the directional and strategic planning for the organization.
- Direct and drive fundraising and development to support the growth of the ISC.
- Manage the financial resources and personnel of the ISC for its long-term sustainability.
- Animate and creatively invigorate vision and mission of ISC to the Ignatian network in our region and the wider community.

**PRIMARY DUTIES:**

**Strategy and Leadership**

- Lead the ongoing implementation and evaluation of the current **5-Year Strategic Plan** and prioritize implementation of the various strategies and directives within the plan. Bring innovative approaches to drive the long-term future of the ISC. Lead the development of a new strategic plan as needed.
- Lead development of and oversee the ISC's **budget and finances** with staff and board assistance.
- Serve as the Center's liaison to the **ISC Board**. Develop Board meeting agendas and work with the Board Chair to ensure consistent and full membership of the Board and its committees, as well as participate in the nominating process. Provide input and assistance on leadership, governance and formation as needed and requested.

**Fundraising**

- In conjunction with the ISC Board of Directors and Development Committee, provide creative, energetic and knowledgeable leadership with **fundraising and fund development initiatives** through cultivation of donors, requesting of gifts, coordination of fundraising event(s), grant writing, and annual appeals.
- Drive development efforts to **grow overall organizational revenue** to support expansion of the mission and grow organizational infrastructure.

**Partnerships**

- Articulate and market a long-term **vision and mission** for ISC to external audiences and partners.
- Provide visible and credible **leadership and support to broaden mutually beneficial partnerships** with Jesuit ministries in our region and community organizations that share similar mission and values.
- Initiate and cultivate relationships and outreach to area parishes, other churches, spirituality groups, and organizations and individuals who serve those in society's margins.

## Staff Leadership

- **Oversee the daily operations** of the Ignatian Spirituality Center, and provide leadership/pastoral mentoring, development, and support to the staff.
- Provide input, consultation, and decisive leadership to staff and committees regarding **program development and evaluation**. Offer presence and assistance at larger ISC events. Take an active role in program presentations as appropriate.
- Support **marketing and public relations** for the center, particularly through our newsletter and website, and by encouraging partner and various affiliate organizations to promote ISC events.
- Oversee staff **hiring and evaluation** and implement an annual performance review.

## DESIRABLE SKILLS AND EXPERIENCE:

- Experience in senior-level leadership of nonprofit organizations and servant leadership
- Strong and in-depth knowledge and experience of Ignatian Spirituality
- Strong commitment to and knowledge of diversity, equity, and inclusion practices and principles
- Strong ability to collaborate, build relationships and network with local and regional Jesuit and faith-based ministries. Previous experience working with these ministries preferred
- Experience with non-profit board(s), leadership development, program management and staff mentoring and development
- Experience with fiscally responsible budget management, fundraising, and development
- Strategic and directional planning experience with faith-based and/or nonprofit organization(s)
- Strong listening, oral, and written communication skills
- Simultaneously lead and be a hands-on team player

## Terms:

- Full-time/negotiable
- Salary: \$65,000-\$78,000, dependent on experience/negotiable
- Additional compensation for benefits
- Reports to the Ignatian Spirituality Center Board of Directors
- Residence in Puget Sound region or willingness to relocate; primarily remote daily work

*Don't meet every single requirement? Studies have shown that women and Black, indigenous people of color are less likely to apply to jobs unless they meet every single qualification. The Ignatian Spirituality Center's five-year Strategic Plan commits to becoming a more diverse, equitable and anti-racist organization and we aspire to build an inclusive and authentic workplace – so if you're excited about this role but your past experience doesn't align perfectly, we encourage you to apply anyway. We strongly encourage people of all backgrounds to apply regardless of age, gender, race, ethnicity, cultural background, disability status or LGBTQ+ identity.*

*Learn more about the Ignatian Spirituality Center's mission and programs at [ignatiancenter.org](https://www.ignatiancenter.org).*

Interested candidates may submit their cover letter outlining their interest and qualifications, along with their resume to [edapp@ignatiancenter.org](mailto:edapp@ignatiancenter.org).

Applications will be reviewed on a rolling basis and position will stay open until filled. We encourage interested parties to apply early.