

## **Job Description: Director of Christ the King Retreat Center**

**Organization:** Roman Catholic Diocese of San Angelo

**Location:** San Angelo, TX

**Reports To:** COO

**FLSA Status:** Exempt (Full-Time)

**Date Revised:** January 2026

### **I. Position Summary**

The Director provides strategic, spiritual, and operational leadership to the Christ the King Retreat Center. This role is responsible for ensuring the center remains a sacred space for encounter with Christ while managing all administrative, financial, and personnel functions to ensure long-term sustainability.

### **II. Essential Duties & Responsibilities**

#### **1. Mission & Spiritual Leadership**

- Maintain and promote the center's Catholic identity and charism.
- Foster an environment of "grace-filled hospitality" for all guests and retreatants.
- Ensure all programs align with the Catholic liturgical cycle and Church teachings.

#### **2. Operational & Facility Management**

- Oversee daily operations, including housekeeping, food services, and office administration.
- Manage facility maintenance and capital improvements for buildings and grounds.
- Ensure compliance with safety, health, and diocesan regulations.

#### **3. Program & Event Coordination**

- Develop and schedule the annual retreat calendar (sponsored, hosted, and private retreats).
- Recruit and contract with spiritual directors, speakers, and facilitators.
- Manage the registration process, contracts, and guest correspondence.

#### **4. Financial Stewardship**

- Source and evaluate third-party vendors to ensure high-quality service delivery for retreat operations while maintaining cost-competitiveness.
- Negotiate and execute service contracts in alignment with diocesan standards and legal requirements.
- Conduct periodic audits of vendor performance and pricing to ensure CKRC receives maximum value and high-quality stewardship of resources.
- Develop and manage the annual operating budget, monitoring departmental spending to ensure CKRC operates within approved financial limits.
- Analyze monthly financial report provided by the Finance Department to identify variances, track trends, and implement corrective actions when necessary.
- Authorize and code expenditures accurately, ensuring all invoices and purchase orders are verified against delivered services before submission for final processing.

#### **5. Compliance & Collaboration**

- Collaborate closely with the Finance Department to facilitate seamless processing of accounts payable, accounts receivable, and payroll documentation.
- Maintain rigorous internal controls for collection of guest fees and onsite revenue to ensure transparency and prevent loss.
- Uphold ethical procurement practices, ensuring all financial commitments are documented and follow the established chain of command for approval.

#### **6. Personnel & Marketing**

- Supervise, hire and train all staff and volunteers.
- Develop marketing strategies using social media, websites and parish outreach.

### III. Qualifications

- **Faith:** Practicing Catholic in good standing with the Church.
- **Education:** Bachelor's degree in business, Theology, or Hospitality (Master's preferred).
- **Experience:** 5+ years of leadership experience in a retreat, non-profit, or hospitality setting.
- **Contract Negotiation & Management:** Proven experience in sourcing vendors, negotiating service-level agreements (SLAs), and managing ongoing vendor relationships.
- **Budgetary Oversight:** Demonstrated ability to manage departmental budgets, interpret financial statements, and explain budget variances to leadership.
- **Skills:**
  - Systems Proficiency: Experience using procurement software, Excel, or property management systems (PSMS) to track expenditures and guest revenue.
  - Strong interpersonal skills to act as a liaison between on-site operations and the central Finance Department.
  - Bilingual (English/Spanish) is frequently preferred.

### IV. Physical & Work Requirements

- Ability to work flexible hours, including weekends and evenings.
- Physical ability to traverse uneven terrain on the retreat grounds.