

Executive Director – Loyola on the Potomac

Updated Job Description (Board Review Version)

Role Title: Executive Director

Organization: Loyola on the Potomac (A Jesuit Retreat House)

Reports to: Board of Directors (through the Board Chair)

Mission Context: Serves as Director of the Work in Jesuit governance, stewarding Loyola's mission, Ignatian identity, and pastoral hospitality in partnership with Jesuit leadership.

A. Role Summary

The Executive Director (ED) leads Loyola on the Potomac as a mission-centered, financially sustainable Jesuit retreat ministry. The ED ensures program excellence aligned with Ignatian spirituality, a consistently hospitable guest experience, sound financial and operational stewardship, safeguarding, facilities preservation, and strong Church/community relationships. The ED partners closely with the Board, Jesuit leadership (including the Provincial Assistant for Spirituality Ministries and the local Jesuit Superior), diocesan partners, donors, and volunteers.

B. Core Responsibilities

1) Mission & Program Leadership

- Ensure all retreats and spiritual offerings faithfully reflect the Jesuit/Ignatian charism and respond to contemporary needs of laity, clergy, and young adults.
- Oversee the annual program calendar, content quality, and director scheduling; discern which outside groups to host in alignment with mission and capacity.
- Serve as a visible pastoral leader: welcome retreatants, prepare/lead opening prayers, and facilitate days of prayer/virtual prayer as appropriate, in collaboration with the ministry team.
- Maintain collaborative ties with Jesuit retreat ministries (UEA Province), diocesan offices, parishes, schools, and apostolic partners to share best practices and co-develop programs.

2) Advancement & Community Engagement

- Partner with the Board and advancement staff/volunteers to strengthen the annual fund, cultivate/solicit major gifts and grants, and steward alumni/benefactors.
- Represent Loyola publicly; oversee communications and brand; expand parish/school referrals and community partnerships.

3) Finance & Administration

- Lead the annual budgeting process (with Finance Committee participation), align resources to mission priorities, and manage monthly forecasting and variance reviews.
- Ensure accounting integrity, internal controls, timely closes, audit/review readiness, and compliance with fiscal policies.
- Steward pricing/scholarships to balance access and sustainability.
- Oversee development and management of comprehensive capital campaign supporting future renovations.

4) Facilities, Safety & Campus Stewardship

- Oversee facilities strategy and maintenance through the Director of Facilities, including Housekeeping supervision under Facilities, preventive maintenance, environmental stewardship, and emergency preparedness/business continuity.
- Develop and maintain a multi-year capital plan aligned to safety, mission, and financial capacity.

5) People Leadership & Culture

- Build and lead a values-aligned team; recruit, onboard, develop, and evaluate staff and volunteers; ensure safeguarding compliance and a culture of hospitality and accountability.
- Clarify role expectations and performance goals; recognize and develop ministerial gifts across staff and volunteer teams.

6) Governance, Jesuit Collaboration & Compliance

- Prepare timely Board materials; implement Board policies; collaborate with the Executive/Finance/Facilities/Advancement committees per governance protocols.
- As Director of the Work, sustain regular coordination with Jesuit leadership: quarterly check-ins with the local Jesuit Superior and ongoing engagement with the Provincial Assistant for Spirituality Ministries.
- Maintain policies and report significant incidents promptly.

C. Authority & Decision Rights

- People: Authority to hire, develop, and manage performance for staff within Board-approved positions and salary bands; inform the Board Chair of manager-level changes; ensure all hires meet safeguarding requirements.
- Financial/Contracts: Approve operational expenditures and execute routine vendor/service contracts within the approved budget and policy limits; escalate strategic/long-term or out-of-budget commitments to the Board/Finance Committee per policy.
- Policy & Procedures: Issue operational SOPs consistent with Board-approved governance policies and Jesuit norms.

D. Key Relationships

- Reports to: Board Chair (performance feedback led by the Executive Committee).

- Collaborates with: Provincial Assistant for Spirituality Ministries; local Jesuit Superior; Finance/Advancement/Facilities Chairs; Treasurer/external accountant; Director of Facilities; Director of Ignatian Spirituality Programs; diocesan partners; major donors; community leaders.

E. Qualifications

- Deep understanding of Ignatian spirituality and Jesuit mission; experience in retreat/apostolic ministry strongly preferred.
- 8–10+ years of nonprofit leadership (program, operations, finance) with staff management; advancement experience a plus.
- Financial acumen (budgeting/forecasting/controls) and safeguarding literacy; strong communicator with pastoral presence.

F. 12-Month Success Indicators (for ED evaluation)

- Program impact: Increased participation; guest satisfaction at or above target; two or more new offerings responsive to community needs.
- Finance: On-plan operating result; timely closes; clean review/audit; clear 3-year financial outlook.
- Advancement: Annual fund growth; active major-donor pipeline; at least one successful grant/scholarship initiative.
- Facilities: Completion of highest-priority safety/mission-critical projects; published multi-year capital plan.
- Governance & Jesuit collaboration: On-time board materials; documented quarterly check-ins with the local Superior; policy reviews completed.