**FT Director, Nazareth Retreat House**

**Location:** Diocese of Crookston, Crookston, MN

Do you have a passion for retreat ministry, a heart for hospitality, and strong leadership skills? **The Diocese of Crookston is seeking a full-time** **Director of the Nazareth Retreat House (NRH)** to lead the growth and mission of our beautiful diocesan retreat center.

As Director, you will be responsible for strategic planning in light of diocesan vision, relationship-building, and overseeing daily operations at NRH. This position is ideal for someone who thrives in a faith-filled environment, enjoys collaborative ministry, and has a vision for expanding opportunities for spiritual renewal.

**Key Responsibilities Include:**

* Initiating early communication with incoming retreats and coordinating Facility Use Agreements (FUAs)
* Scheduling and communicating with priests and spiritual directors for silent retreats
* Overseeing the retreat schedule in collaboration with the NRH Coordinator
* Expanding silent retreat offerings and conducting outreach to new organizations
* Supervising the NRH Coordinator and supporting volunteer and staff balance
* Collaborating with diocesan leadership on facility expansion and future growth
* Leading annual budget planning and maintaining accurate financial records
* Managing marketing, communications, and outreach efforts to maximize retreat participation
* Guide retreat offerings in light of the Diocese of Crookston’s *New Life* pastoral plan including the expansion of silent retreat offerings.

**What We’re Looking For:**

* A practicing Catholic with a commitment to the Church’s mission and retreat ministry.
* Strong communication, organization, and leadership skills.
* A bachelor's degree in a relevant field such as ministry, education, business, finance, or a related area.
* Experience in ministry coordination, hospitality, or facility/event management.
* Budget management and administrative experience.
* The ability to work collaboratively with diocesan leadership, clergy, staff, and guests.

**Benefits Include:**

* Single and family health insurance available with HSA and FSA options; Single or family dental options; Vacation, sick, holiday, holy day, bereavement, and retreat days; Employer-paid life and long-term disability insurance; Employer-paid retirement and optional 403(b) plan.
* A dynamic and mission-driven work environment
* Opportunities to shape and grow a vital diocesan ministry

**About the Diocese of Crookston**

* The Diocese of Crookston is a non-profit religious organization that serves 30,000 Catholics in 66 parishes and 8 Catholic schools in the 14 northwest counties of Minnesota. Known as a mission diocese of the Catholic Church, Diocese of Crookston territory is rural in nature; farming, logging and tourism are main industries.

**How to Apply / Contact / Deadline:** Submit resume including cover letter and references to Janelle Gergen at Diocese of Crookston, PO Box 610, Crookston, MN 56716 or jgergen@crookston.org. Interviews will begin in September. Position start date: Negotiable.

Learn more about the ongoing mission of Nazareth Retreat House — a place where lives are changed and Christ is intimately encountered: <https://crookston.org/nazareth>