

HIRING EXECUTIVE DIRECTOR



PASSIONIST
EARTH & SPIRIT
CENTER

THE PASSIONIST EARTH & SPIRIT CENTER IS A NONPROFIT, INTERFAITH SPIRITUALITY CENTER DEVOTED TO TEACHING CONTEMPLATIVE PRACTICES LIKE MINDFULNESS, MEDITATION, AND DEEP CONNECTION TO THE NATURAL WORLD. THROUGH EDUCATIONAL PROGRAMS AND HANDS-ON ENGAGEMENT, WE WORK FOR THE FLOURISHING OF INDIVIDUALS, COMMUNITIES, AND ALL OF THE CREATURES THAT FORM THE SACRED COMMUNION OF THE LIVING EARTH.



Our Vision

A single, sacred Earth community in which all members flourish.

Our Mission

We cultivate transformative learning and service opportunities dedicated to mindful awakening, compassionate justice, and care for the Earth.

Our Values

Inclusion: We honor and collaborate with people across beliefs, identities, ages, and backgrounds.

Awakening: We foster personal transformation through self-awareness and personal growth.

Service: We respond with engaged compassion to human suffering and to the suffering of the Earth community.

Effectiveness: Through continuous learning and innovation, we respond to the evolving needs of the communities we serve.

SEND YOUR RESUME &
COVER LETTER BEFORE

7 JULY
2025

SUBMIT TO:
HALEHSK@GMAIL.COM



EXECUTIVE DIRECTOR ROLE SUMMARY & KEY RESPONSIBILITIES

The Executive Director of the Earth & Spirit Center reports to the Chair of the Board and is responsible for delivering the organization's mission and vision. They manage the daily operations and ensure the success of its programs while monitoring the landscape for threats and opportunities.

Key Responsibilities:

- Deliver the organization's mission and strategic plan in collaboration with the Board Chair
- Devise and implement strategies aligned with Board goals
- Manage revenue generation and financial oversight, including budget preparation with the Finance Committee
- Lead fundraising initiatives and donor relations efforts
- Develop and implement organizational systems and procedures
- Oversee program design and delivery including courses, camps, retreats, and environmental education
- Supervise and support all staff and faculty; conduct evaluations and set performance goals
- Collaborate with the Board Chair to establish policies and facilitate effective board governance
- Regularly assess program quality and cost-effectiveness
- Maintain strong communication with stakeholders and the community



Classification and Compensation

- 40 hours per week; salaried, exempt from overtime pay; includes benefits
- Salary range of \$85,000 - \$110,000 commensurate with qualifications and experience

Reporting Responsibility

- Reports to the Chair of the Board

Supervision Responsibility

- Supervises all staff and faculty



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DUTIES AND RESPONSIBILITIES

Board of Directors

- Collaborates with the Board Chair to advise and assist the Board of Directors in:
 - Establishing the vision and strategic plan
 - Creating policies
 - Financial management and governance
- Assists in agenda development and facilitation of Board and committee meetings
- Implements Board decisions

Administration and Management

- Keeps the Board informed of strategic plan progress, finances, and all relevant organizational issues
- Works with Board and staff to develop and implement a multiyear business plan
- Develops and monitors administrative systems and procedures, programs, etc.
- Works with the Board Chair and Director of Programs on the development and conduct of all courses, programs, camps, retreats, and environmental education
- Regularly assesses the quality and cost-effectiveness of all programs

Financial Management

- Collaborates with the Finance Committee to produce an annual budget
- Establishes fiscal/accounting practices and internal controls in accordance with acceptable accounting standards
- Manages and reviews finances on a continual basis to meet the approved budget
- Approves purchases and payments



Development and Fundraising

- Creates and implements a development program to include direct mail solicitations, major gifts, and planned giving
- Writes grant applications, prepares reports and other grant writing responsibilities
- Cultivates a grateful relationship with all donors

Marketing and Communication

- Develops a strategy to successfully market the Passionist Earth & Spirit Center to the community at large
- Ensures excellent relationship to the Passionist Provincial Offices, Passionist International, the local Passionist community, the Archdiocese of Louisville, and other church and religious entities
- Cultivates positive working relationships with other community agencies, organizations, and public offices

Human Resources

- Creates a positive and productive work culture for employees to grow and develop
- Ensures clear and effective lines of communication with the Board, staff, faculty and volunteers
- Hires, develops and grows quality staff to ensure delivery of commitments to the community as budgeted
- Performs annual staff performance evaluations, including setting future goals
- Implements personnel policies and maintains employee files
- Administers health care and other benefits as applicable
- Coordinates and supervises volunteer program

Facility Management

- Assures facility and grounds are in excellent condition



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QUALIFICATIONS, KNOWLEDGE AND SKILLS

Education and Experience

- Undergraduate degree required
- Preference for MBA or MA in nonprofit services or equivalent experience in nonprofit management
- Experience in leadership and working with nonprofit boards
- Marketing or advertising experience
- Proven development and fundraising capabilities

Knowledge and Skills

- Passion for the issues of environmental sustainability, social justice, and spiritual practices
- Effective management, collaboration, and team-building skills
- Ability in priority setting, problem solving, decision making, and conflict resolution
- Excellent oral and written communication skills
- IT, finance, spreadsheet, and computer proficiency
- Knowledge of social media
- Sensitivity to diversity issues
- Professional demeanor
- Able to successfully engage with the community at large



APPLICATION PROCESS

To apply, please submit your resume and cover letter. Applications will be accepted by email through July 7, 2025; no phone calls, please. Email application materials to halehsk@gmail.com with “Executive Director Application” noted in the subject line. Your cover letter should include answers to the following questions regarding your inner peace or personal spirituality: (1) How does it influence your life and how might it guide you in collaborating with others including the Board, staff, donors, and program attendees; (2) How does it inspire you to advocate for environmental and social justice for all persons; and (3) How does it motivate you to care for the Earth and all creation.

PASSIONIST EARTH & SPIRIT CENTER
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