



Executive Director, Passionist Earth and Spirit Center (PESC)

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.

About the Passionist Earth & Spirit Center

The Passionist Earth & Spirit Center is a nonprofit, interfaith spirituality center that inspires mindfulness, meditation, and a deeper relationship with the natural world through enriching programs and hands-on experiences. Rooted in care for the whole Earth community, we are committed to helping individuals, communities, and all of creation flourish together.

Executive Director Role: Leadership in Service of Our Mission

- Classification and Compensation:
 - 40 hours per week; salaried, exempt from overtime pay; includes benefits
 - Salary range of \$80,000 - \$105,000 commensurate with qualifications and experience
- Reporting Responsibility:
 - Reports to the Chair of the Board
- Supervision Responsibility:
 - Supervises all staff and faculty

How You Will Lead and Serve

- Lead the organization's mission and strategic vision in close partnership with the Board Chair
- Shape and carry forward strategies that reflect the goals and discernment of the Board
- Steward financial resources responsibly, including revenue generation and budget development with the Finance Committee
- Inspire and lead fundraising efforts while cultivating meaningful relationships with donors and supporters
- Develop thoughtful systems and practices that support the organization's work and long-term sustainability
- Guide the design and delivery of programs, including courses, camps, retreats, and environmental education offerings

- Support, supervise, and encourage staff and faculty through evaluation, goal setting, and ongoing development
- Partner with the Board Chair to shape policies and strengthen effective, mission-aligned governance
- Regularly evaluate programs to ensure they are impactful, sustainable, and responsive to community needs
- Foster strong, trust-filled communication with stakeholders and the wider community

Partnership with the Board of Directors

In partnership with the Chair, the Executive Director supports and guides 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 the 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
- 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 continually to meet the approved budget

Areas of Leadership and Care

- Development and Fundraising
- Create and lead a development program that includes direct mail, major gifts, and planned giving
- Approves purchases and payments
- Write grant applications, prepare reports, and steward grant-related responsibilities with care and clarity
- Cultivate grateful, enduring relationships with donors and supporters
- Marketing and Communication
- Develop a thoughtful strategy to share the mission and presence of the Passionist Earth & Spirit Center with the wider community
- Ensures excellent relationships with the Passionist Provincial Offices, Passionist International, the local Passionist community, the Archdiocese of Louisville, and other church and religious entities
- Financial Management
- Build and sustain positive relationships with community agencies, organizations, and public offices
- Human Resources
- Foster a positive, supportive workplace culture where employees can grow, contribute, and thrive
- Ensure clear, compassionate, and effective communication with the Board, staff, faculty, and volunteers

- Hire, develop, and retain talented staff who can faithfully carry out the organization's commitments to the community
- Performs annual staff performance evaluations, including setting future goals
- Implement personnel policies and maintains employee files
- Administers health care and other benefits as applicable
- Coordinate and support a meaningful volunteer program that welcomes community participation
- Facility Management
- Assures facility and grounds are in excellent condition

Education, Experience, and Qualities

- 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
- A deep commitment to environmental sustainability, social justice, and spiritual practice
- Strong management, collaboration, and team-building abilities
- Skill in setting priorities, solving problems, making sound decisions, and navigating conflict with care
- Excellent oral and written communication skills
- Knowledge and skills in IT, finance, spreadsheets, and computer proficiency
- Knowledge of social media
- Sensitivity to diversity, inclusion, and the dignity of every person
- Professional demeanor
- Able to successfully engage with the community at large

Application Process

To apply, please submit your resume to info@earthandspiritcenter.org with "Executive Director Application" in the subject line. We also invite you to include a cover letter responding to the following questions about your inner peace or personal spirituality and how it shapes your leadership and service:

- (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?
- (3) How does it motivate you to care for the Earth and all creation?

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