**Job Title:** Director of Operations  
**Job Category:** Administrative  
**Location:** St. Francis Retreat Center  
**Level/Salary Range:** To Be Negotiated  
**Position Type:** 30-40 Hours Per Week  
**HR Contact:** Fr. Ken Laverone OFM  
**Executive Director**  
**Date Posted:** October 17, 2019

### Applications Accepted By:

**FAX OR EMAIL:**
Fax number 831-623-9046  
Tel: 831-623-4234  
Subject Line: Director of Operations Position

**MAIL:**
Fr. Kenneth J Laverone OFM  
St. Francis Retreat  
P.O. Box 970  
San Juan Bautista, CA. 95045

### Job Description

**ROLE AND RESPONSIBILITIES**
- Work in Conjunction with the Executive Director
- Oversee and Supervise Managers of Kitchen, Housekeeping, Maintenance, Accounting, Guest Relations
- Coordinate IT & Lan Functions
- Prepare Quarterly Newsletter
- Prepare Financial Reporting
- Prepare Corporate Reporting
- Assist in Fund Raising Programs
- Assist in Ongoing Capital Project Supervision
- Assist in Grant Writing

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

**BACHELOR DEGREE OR EQUIVALENT**

**HUMAN RESOURCES**

**GRANT WRITING**

**MANAGEMENT**

**PREFERRED SKILLS**

- Non-profit Work Experience
- Familiar with or willing to learn Roman Catholic Church Procedures and Language
- A familiarity with, or an Openness to Embrace the Franciscan Mind and Hospitality
- Excellent Computer Skills: Microsoft Word, Excel, Page Maker, QuickBooks, eTapistry
- Excellent Human Relation Skills

**ADDITIONAL NOTES**

St. Francis Retreat is a ministry of the Order of Friars Minor (Franciscans) of the Roman Catholic Church. The retreat center provides and/or sponsors spiritual programs for people of all ages and faiths. In its 70-year history it is a safe place of hospitality, reflection, and rest.