

Executive Director

Villa Madonna Retreat House is seeking a dynamic and innovative leader to manage the operations of the Villa Madonna Retreat House in Rothesay, NB.

Villa Madonna Retreat House has been a welcoming and sacred place for individuals and groups seeking peace and renewal for over 90 years. We value relationships with all of our community gatherings for creative pursuits and for work related projects in a relaxed setting.

The Villa Madonna Retreat House is nestled in 102 acres of rustic woodland on the shores of the beautiful Kennebecasis River just 10 minutes east of Saint John. The facility is open year-round with overnight accommodations, a full-service dining room, and well equipped meeting spaces.

<http://villamadonna.ca>

The ideal candidate would possess:

- **Commitment to our Mission:** A mature Christian spirituality with an awareness and understanding of diverse faiths and a commitment to serve the Roman Catholic church and broader community.
- **Interpersonal Skills:** Excellent supervisory and communication skills including a demonstrated ability and commitment to work in a team environment.
- **Financial Acumen:** Experience in financial management with knowledge of funding opportunities through grants from government and private programs.
- **Management Skills:** Experience in a retreat/conference centre management or a combination of education and experience in the hospitality industry.
- **Marketing Skills:** Ability to develop and promote marketing materials
- **Technology Skills:** Working knowledge and ability to learn various computer software programs appropriate to the role. Proficiency In the use Microsoft Office and QuickBooks would be an asset.

Compensation Package:

- Salary will be based on qualifications and relevant experience.
- Option for a single individual to live onsite, which would include room and board;
- Pension plan plus health & dental coverage

Applications including a cover letter and resume contained in one document can be submitted to

Please note that applications received after May 3, 2022 will not be considered.

The Villa Madonna thanks all who apply for this position, however only those being considered for an interview will contacted.