



FELICIANA
RETREAT & CONFERENCE CENTER

JOB POSITION ANNOUNCEMENT

Director

Feliciana Retreat & Conference Center is looking for an experienced Director to professionally lead, maintain, improve, and expand the ministry of our beautiful retreat center in Louisiana. The facility is located on 218 acres of scenic rolling hills and pine forest an hour north of Baton Rouge. Feliciana hosts over 50 groups year-round that altogether make up an ecumenically and socially diverse clientele. We are searching for someone with a unique set of skills to build upon our reputation and experience of creating space for these communities as we fulfill our ministry mission of "honoring God, building community and enjoying creation." The position is a full time, salaried position that includes housing and health insurance.

The successful candidate will possess the following skills, experience, and attributes:

- Possess an undergraduate degree or equivalent experience
- Has work experience in administration and facility management
- Have a faith tradition grounded in Christianity
- Be a helpful listener and communicator
- Demonstrate care and concern to staff, clients and guests
- Have ability to set boundaries, manage conflict, and deliver effective resolutions to problems
- Exhibit appropriate actions and behavior in any given situation
- Ability to be flexible and adaptable to both change and concerns of clients
- Be of good health and physical condition
- Experience with ecumenical retreats, student retreats and summer camp activities for youth
- A commitment to the mission of the organization

Areas of Responsibilities

The Director will report to the Board via the Board President. The Director will be responsible for the day-to-day oversight of Feliciana Retreat & Conference Center by:

- Supervising all staff members in accomplishing the goals and objectives of their particular position
- Managing all client relationships including, but not limited to, reservations, use of FRCC facilities, invoicing and processing related deposits and expenditures
- Working with the Board of Directors to develop and implement a marketing strategy, annual budgets, and operational plans that need Board attention
- Coordinating issues related to maintenance, personnel, and finance with the various Councils of the Board

Please email your résumé and letter of introduction to:

Bedford Holmes, FRCC Recruiting Agent

Email: bastropjb@gmail.com

If you have questions, please call 775-690-5237

An application must be completed if interested in the position.