



Position Profile: Cranaleith Spiritual Center Executive Director

March, 2017

Notice: Executive Director Successor Search

To: Friends of Cranaleith, Mercy Networks, and Interested Persons
From: Cranaleith Board of Directors
Date: March 6, 2017
Subject: Search for Executive Director Successor Candidates, Position Profile

Founded in 1998 Cranaleith (Gaelic for “Sanctuary of Trees”) Spiritual Center is a retreat and conference center for people of all faiths, cultures, and circumstances, who wish to reflect on what matters deeply in their lives, renew their spirit for life or work and restore themselves from life’s trauma . www.cranaleith.org

We find ourselves poised on the threshold of the next phase in our growth which looks to create programs responsive to the urgent spiritual yearning in a society going through a difficult and turbulent time. We are looking for an Executive Director who can **both steward a vision of mercy whose grace has the power to heal the deep rents in the fabric of human community, and find partners to assure the sustainability of this ministry into the future.**

The Board views this search for our next Director as one of the most important stewardship duties that we have. We are hopeful that our search will lead us to a newly-appointed Executive Director by the Fall of 2017. To this end, applications have been invited from interested candidates, and the process of receiving applications, screening, and interviewing is presently underway. We would appreciate your help in getting the word out about this strategic position within the membership, associates, colleagues and alums of the sponsored ministries of the Sisters of Mercy.

The attached is condensed version of the position description. This document describes the three key essential responsibilities of the executive director.

Compensation range information for this position will be available upon application/inquiry.

Interested applicants should direct their resumes and queries to:

kgsrsm@aol.com

Kathleen Sullivan RSM
Chair of the Search Committee



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About Cranaleith:

Cranaleith Spiritual Center is a 501(c) 3 not for profit public charity in the Somerton community in Northeast Philadelphia. Founded in 1998, Cranaleith Spiritual Center is a ministry of the Sisters of Mercy that responds to the hungers of the human spirit.

Cranaleith – has welcomed and served over 51,000 guests during the last 19 years through its non-denominational program offerings and spirit-rekindling environment of beauty, hospitality, respect and trust.

Cranaleith Spiritual Center is a place of respite that fosters contemplation, reflection, discernment and, ultimately, transformation for those who come. **More detailed information can be found at www.cranaleith.org**

The Mission of Cranaleith

Sponsored by the Sisters of Mercy, Cranaleith offers a contemplative space for all those seeking wholeness and transformation for themselves and society.

We are committed to making Cranaleith accessible to all, especially to persons who are poor and those who work in solidarity with them.

We seek to invite those at the center of need and those at the center of influence to reflection, reverent dialogue, and meaningful partnerships.

Cranaleith ministry offers opportunities for spiritual nourishment releasing creativity for healing and restoration in mind, body and spirit.

General Overview:

- Cranaleith is a relatively unique organization. What flows through each aspect of Cranaleith's ministry is the integration of the spiritual dimension of life, relationships, and work.
- Programs combine the services of a retreat house (Retreats, Spiritual direction) and a professional development center (Work and Spirit) with a wide range of custom-designed and facilitated programs for those on the margins and the nonprofit organization staff members who work in solidarity with them . Cranaleith also offers hospitality and reflective space to non-profit groups who choose to meet in our Education and Conference facility and thus participate in underwriting our programs with those on the margins.
- In addition to the Executive Director, Cranaleith operates with 6 full time and 6 part time staff persons. It has an annual operating budget of approximately \$680 K with revenues that come from donations, grants, program fees, and investments.
- Cranaleith has an active and committed Board of Directors, a President's Council and a strong network of partner organizations and volunteers.



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- Cranaleith has an approved strategic plan for growth. The next Executive Director will be expected to be committed to these plans and directions, while recognizing that Cranaleith's success has been its ability to innovate and respond to new needs within the frame of its core mission.

Qualities that distinguish Cranaleith's culture include:

- Warm and inclusive hospitality to all, most especially those who are poor (regardless of status or rank in society)
- Reverence for the mystery of God alive in the heart of each person
- Flexibility, mutual respect, courtesy and cooperation among the staff especially when under pressure
- Conscientious tending of the people, the land, the buildings and the finances of Cranaleith
- Creative, compassionate imagination and a spirit of welcome and possibility

The Executive Director has three essential responsibilities:

1. Animate and further the Mission and Spirit of Cranaleith

The successful candidate will maintain the tradition of hospitality and welcome that has been the hallmark of Cranaleith and the Sisters of Mercy by fostering an atmosphere conducive to contemplation, freedom of the spirit, creativity, and harmony with nature's rhythms. The candidate will exercise conscious oversight of all Center operations by engagement of the staff and board in decisions which further the mission, honor the values of the traditions, and take into consideration current operational demands while keeping future generations in mind. The Director will animate the staff, Board and other constituencies for ongoing unfolding of the vision.

2. Administer the Staff and Operations of Cranaleith

The successful candidate will oversee the administration of Center services including but not limited to: personnel management functions, inclusive of IRS regulations, recruitment, employee appraisal and compensation. The candidate will represent the center with public officials as well as in the public domain. The candidate will encourage and develop staff talents in ways that contribute to the individuals and Cranaleith's growth.

The candidate will be accountable and responsible for the preparation, review, and recommendation of capital and operating budgets to the Finance committee. The candidate will collaborate with the Program Coordinator in the design of programs, and in the evaluation, implementation and regular updating of the program portfolio. The candidate will also ensure that programs fulfill the mission of Cranaleith and embody the direction and vision of the Institute of the Sisters of Mercy.



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3. Sustainability of the future of Cranaleith

The successful candidate will sustain the future of Cranaleith with the ongoing development of donors and other partners who are vested in the organizations mission. The candidate will sustain the network of already established relations with partners integral to the mission.

The candidate will participate in developing marketing strategies that will make the Center attractive to corporate groups for seminar, conferences and retreats. Key to the success of the candidate will be the ability to cultivate and maintain relationship with donors and foundations with the capacity of major gifts donation to sustain the mission. The candidate will implement the approved strategic plan with the assistance of staff and Trustees. The candidate will be expected to implement board decisions and provide regular progress reports to the Board of Directors. The successful candidate will be expected to work with all board committees to implement recommendations approved by the board. The candidate will be expected to maintain and enhance the co-sponsorship relationship of the Center with the Sisters of Mercy, and designated members of the Trainer family.

Qualifications for position:

Experience

- Demonstrated success in a role that included effective fund raising.
- Demonstrated ability to function successfully as a leader
- Demonstrated success in administration and management of staff
- Demonstrated success in understanding and management of operational
- and capital budgets.

Leadership Behaviors

Emotional Intelligence with its four dimensions:

- Self- observation –accurate view of self-including strengths, weaknesses and motivations
- Self –management-good discipline and control of emotions; ability to use emotions as a resource for achieving objectives
- Attunement to others-focus on other’s concerns and anxieties; capacity for empathy
- Relationship traction-able to form personal connections with others, i.e., relationships are not just transactional

Skills

- Ability to recruit, manage, develop and motivate staff and volunteers
- Ability to build an effective team using a collegial management style



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- Ability to make a compelling case for supporting Cranaleith to prospective donors and foundations
- Project and time management skills with the ability to multi-task
- Excellent written and oral communications and presentation skills
- Able to work at each level of a small organization, from “big picture strategy” to “today’s operational issue”

Qualities

- Dedication to the mission of Mercy and the Mission of Cranaleith
- Integrity
- Creativity
- Emotional maturity and authenticity, able to give and receive constructive feedback
- Energy and enthusiasm for the work
- Willing to approach potential partners and donors for Cranaleith with a contagious confidence in the value of the mission
- Organized and conscientious about timelines and agreements
- Comfortable relating to all diverse groups across the spectrum

Credentials

Bachelor degree required. Master degree preferred in one or several fields relevant to position.

NB: Priority consideration will be given to Sisters, Associates, or Colleagues in Mercy, although others are welcome to apply and will be given full consideration.