



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 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, full-service dining, and well equipped meeting spaces. <http://villamadonna.ca>

The ideal candidate would possess:

- **Commitment to our Mission:** A mature Catholic faith and spirituality with an awareness and understanding of other Christian ecclesial communities and inter-faith groups.
- **Interpersonal Skills:** Excellent supervisory and communication skills including a demonstrated ability and commitment to work in a strong team environment.
- **Financial Acumen:** Financial management skills and experience with knowledge of funding opportunities through grants from government and private programs.
- **Management Skills:** Experience in a retreat/conference centre management and outreach ministry or an equivalent combination of education and experience will be considered.
- **Technology Skills:** Working knowledge of Microsoft Office and QuickBooks and willingness to learn additional software programs appropriate to the role

Compensation Package

- Salary will be based on qualifications and relevant experience.
- Option to live on-site (for a single individual) that would include room and board.
- Pension plan and health/dental coverage.

Applications including a cover letter and resume contained in one document can be submitted to villamadonna2022@gmail.com on or before **4:00 pm, April 12, 2022**.

Applications received after this date will not be considered.

The Villa Madonna thanks all applicants for their interest, however, only those selected for an interview will be contacted.