JESUIT RETREAT HOUSE
on Lake Winnebago

Director of Operations & Finance

(Reports to the Executive Director)

Position Summary

The Director of Operations & Finance serves as the Executive Director's principal operational partner. This role provides leadership across financial management, administrative systems, and core operational departments, ensuring the effective day-to-day functioning of the retreat center.

The Director oversees finance, HR administration, IT coordination, hosted events, housekeeping, and kitchen operations. In the Executive Director's absence, this position provides organizational leadership and ensures continuity of decision-making and operations.

This role requires strong financial acumen, operational leadership experience, and a commitment to JRH's Catholic mission and Jesuit values.

To apply, please send and cover letter along with current resume to Fr. Mark Carr, SJ, JRH Executive Director at mcarr@jesuitretreathouse.org.

Core Responsibilities

Executive & Organizational Leadership

- Serve as senior operational leader and advisor to the Executive Director
- Act on behalf of the Executive Director during periods of absence
- Participate in leadership team meetings and long-term strategic planning
- Attend Board meetings and serve as staff liaison to the Finance Committee
- Support capital planning, infrastructure improvements, and major initiatives

Financial Strategy & Stewardship

- Develop and manage annual operating and capital budgets
- Prepare accurate monthly, quarterly, and annual financial reports

- Provide financial analysis and recommendations to leadership and Board
- Monitor cash flow, reserves, and financial risk
- Oversee restricted funds and grant financial reporting
- Coordinate audits and financial reviews
- Manage relationships with auditors, banks, financial advisors, and insurance providers
- Ensure strong internal controls and compliance with nonprofit accounting standards
- Cross-trained on QuickBooks and other relevant applications to provide back-up and dual control

Operations & Department Oversight

Provide direct leadership and supervision to:

- Bookkeeper / Payroll
- Housekeeping Department
- Kitchen / Food Services Department
- Hosted Events Coordinator
- IT coordination (liaison to external providers)

Responsibilities include:

- Supporting department leaders in budgeting, staffing, and performance management
- Ensuring quality standards across guest-facing operations
- Promoting cross-department communication and operational efficiency
- Aligning operational practices with JRH's mission and service standards
- Monitoring service delivery to ensure a welcoming, well-maintained, and well-managed retreat environment. Provide support and assist with JRH events as needed.
- Assist in reviewing and providing input on the annual Retreat schedule, communications promoting JRH, and the website

Administrative & Infrastructure Oversight

- Oversee payroll and benefits administration
- Ensure HR policies and employment practices are compliant and current (this includes VIRTUS compliance training, employee handbook, maintaining personnel files
- Serve as the primary point of contact for our IT vendors
- Ensure continuity and redundancy in administrative processes

Qualifications

Work Environment

This is an on-site leadership position based at Jesuit Retreat House in Oshkosh. Board meeting attendance and occasional schedule flexibility may be required.

Compensation

Salary range: $78,000 – $85,000, depending on experience. Benefits include health, vision, and dental insurance, 403(b) retirement plan, complementary annual retreat, and professional development opportunities.