

Staff Job Description

Job Title: Bishop Lane Retreat Center Manager
Reports To: Director of Finance and Administration
FLSA Status: Exempt

Summary Statement: Oversee the day-to-day operations of the Bishop Lane Retreat Center. Responsible for supervision and training of staff, financial and facilities oversight, and creation of an environment leading to positive experiences for retreat leaders and participants. Uphold the vision of the Bishop Lane Retreat Center through a variety of retreats and programs to those seeking respite and healing, or simply a stronger relationship with their Creator.

Essential Duties and Responsibilities:

1. Promote the usage of Bishop Lane Retreat Center throughout the Diocese.
2. Develop and implement fundraising activities.
3. Ensure Diocesan policies and procedures are followed by all staff (personnel, SAFE Environment, capital projects, insurance claims, accident reports, mileage/reimbursement etc.).
4. Supervise and manage staff (bookkeeping, reception, kitchen, housekeeping, and maintenance) including the creation of schedules and completion of annual performance reviews.
5. Oversee fiscal responsibilities to ensure functions are completed accurately and timely including:
 - Checks received are processed, endorsed and deposited timely.
 - Invoices reviewed prior to disbursement checks being prepared and signed.
 - Financial data reconciled and processed monthly with the Diocesan Accounting Office.
 - Journal entries reviewed and approved.
6. Calculate, approve and submit bi-weekly payroll to the Diocese.
7. Prepare and file quarterly state returns for both sales tax and hotel operators' tax.
8. Prepare annual facility budgets.
9. Answer questions related to space availability, fees, and scheduling to prospective groups.
10. Assist groups with event needs (room set-up, meals, equipment, special requests, etc.)
11. Prepare event contract including downpayment and final invoice after event completion.
12. Ensure all liturgical guidelines are properly followed in main chapel care and youth building.
13. Oversee and coordinate purchasing of groceries, supplies, equipment.
14. Manage vendor and maintenance contracts.
15. Participate in management meetings with facility board and the Diocese.
16. Possess general knowledge of alarm systems on property – security and fire.
17. Provide assistance to staff when needed due to multiple events scheduled, staff shortages, etc.
18. Assist with after-hours group event needs and emergencies.

Requirements:

- Bachelor's Degree in Business or equivalent combination of education and experience.
- Hold or obtain certificates as Food Protection Manager and Food Service Sanitation Manager.
- Proficiency using Microsoft Office (Word, Excel), and aptitude to learn QuickBooks and scheduling software required.
- Ability to work as part of a team, prioritize multiple duties, and communicate effectively.
- Confidentiality is an essential requirement of the position.
- Separate single-family residence provided for manager to live onsite. (preferred)

All offers of employment are conditional pending background and reference checks and approval to hire.

Applicants may send cover letter and resume to Jodi Rippon at: jriippon@rockforddiocese.org

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