

Mission: The [Ignatian Spirituality Project \(ISP\)](#) is a Jesuit-affiliated ministry that invites individuals in recovery from homelessness and addiction to encounter God's love, hope, and healing through spiritual retreat and companionship programs. Founded in 1998 in Chicago, ISP currently operates in 20+ cities across the United States.

Position Description: Reporting to the Director of Programs (DoP), the Regional Director (RD) role is a full-time, mission-driven position providing program, pastoral, and mission advancement leadership to ISP Chapters in their portfolio. The RD is responsible for overseeing the growth and development of dynamic, inclusive volunteer ministry teams which deliver ISP programs at the local level as well as fostering strategic relationships with individuals and institutional stakeholders in their region to strengthen the local chapter. The RD is positioned as a primary driver of local infrastructure growth and development, collaborating with volunteers and stakeholders to build long-term sustainability at chapter level. Finally, as an integral member of the Network program team, the RD collaborates with the DoP and colleagues to develop shared resources and implement formation programs for the benefit of the entire network. This role requires regular travel in service of volunteer support and mission advancement activities.

Program / Volunteer Formation (45%)

- **Program Management** – Provide leadership and oversight of volunteer teams in assigned chapters to ensure strong program delivery in alignment to ISP's mission and values; collaborate with volunteers to create and execute annual chapter program plans; facilitate program-related payments and reimbursements; manage collection of key program data
- **Volunteer Formation** - Support the growth and development of local volunteer teams with a focus on role diversification and alumni empowerment; provide direction, formation and support to volunteers to ensure the mission of ISP is communicated effectively and integrated into all aspects of chapter programs

Mission Advancement (35%)

Elevate the profile and broaden the awareness of ISP mission and ministry in assigned chapters through relationship building, partnership development and public-facing opportunities including small events and public presentations.

- **Convening Local Advisory Councils:** Advisory Councils support and advance annual development goals in local chapters through proactive networking, institutional sponsorship, event development, and occasional donor stewardship/cultivation activities.
- **Fostering Community Partnerships:** Organizational partnerships with local faith-based communities, anchor institutions, retreat centers and stakeholders are a key area of growth, helping ISP chapters develop local infrastructure and increase credibility and sustainability.

- **Building Local Database & Awareness:** With the assistance of local volunteers and Advisory Councils, the RD will work to broaden awareness and engagement in their chapters
- **Facilitating Grant and Fundraising Opportunities:** The RD serves as a liaison between local volunteers/stakeholders and the Chapter Development & Grants Manager and Director of Advancement to ensure local grant/funding opportunities are appropriately targeted and pursued

Network Program Initiatives & Special Projects (20%)

- The Regional Director will be responsible for managing at least one Network program project annually, to be discerned in conjunction with the DoP
- Other duties as assigned by the DoP

Qualifications, Skills, and Knowledge

- 3-5 years' non-profit program management or supervision
- High energy and commitment to ISP's mission, values and ministerial identity
- Strong interpersonal skills and excellent written/oral communication
- Pastoral and/or retreat facilitation experience (on a paid or volunteer basis)
- Knowledge (or interest in) Ignatian spirituality and AA/NA/12 Step approach
- Effective planning, time management and organization skills; ability to work independently as well as collaborate with a team
- Experience working with and/or managing volunteers
- Experience working with individuals/teams at a distance to set goals and to motivate and support them in the achievement of these goals
- Ability to travel and occasionally work irregular hours depending on retreat and training schedules
- Familiarity with MS Office, Dropbox, Google Docs/Sheets, and video conference platforms

Strongly Preferred:

- Personal experience with alcohol/substance use recovery or experience or working in the field of alcohol/substance use recovery; familiarity with 12 Steps & Traditions
- Familiarity with Salesforce or CSM software

Location: This full-time, work from home position oversees programs in Chicago, IL; St. Louis, MO; San Diego, CA; and Bay Area, CA. **Preferred candidates will live in the Chicago metro area.**

Salary and Benefits: Salary range is commensurate with experience. ISP offers an excellent and full medical & benefits package, as well as office closure between Christmas and New Years' Day.

To apply, send a cover letter and resume to Matthew Meyers, ISP Director of Programs, at mmeyers@ispretreats.org.

The Ignatian Spirituality Project is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Except where prohibited by state law, all offers of employment are conditioned upon successfully passing a background check.