

**ST NORBERT ABBEY  
JOB DESCRIPTION**

**Position Title:** Director Norbertine Center for Spirituality (NCS).

**Supervisor Title:** ABBOT St. Norbert Abbey

**Job Summary:**

Position is responsible for strategic planning, programming, marketing and evaluation, team leadership facilitation of programming, and other leadership functions of the NCS.

This position is a 1.00 full time equivalent.

**Primary Duties and Responsibilities:**

**Vision, Mission, and Strategic Leadership**

Collaborate closely with the Abbot of St. Norbert Abbey in discerning and advancing the vision for the NCS.

Translate the shared vision into strategic priorities, annual goals, and actionable plans.

Foster a culture marked by hospitality, silence, beauty, and communal seeking of God.

Serve as an ambassador for the NCS within the diocese and wider church.

Serves as liaison between NCS and Norbertine Community of St. Norbert Abbey.

**Program Development and Content Leadership**

Develop and oversee a calendar of retreats, workshops, and formation opportunities.

Identify emerging pastoral and spiritual needs and design responsive programming.

Recruit, mentor and support retreat leaders and presenters.

Ensure that all programming is theologically sound, spiritually rich, and pastorally effective.

Integrate scripture, liturgy, and Norbertine spirituality into offerings.

**Financial Stewardship and Budget Oversight**

Develop, manage, and monitor the NCS annual budget.

Oversee revenue generation, including program fees and donations.

Establish sustainable pricing strategies that remain mission driven.

Maintain appropriate use of available endowment funding.

Collaborate with the Abbey business office on reporting and long-range planning.

**Marketing, Communication and Outreach**

Collaborate with Abbey Communications/Marketing Manager and NCS team on the strategic marketing and communications plan for the NCS.

Provide content for digital presence and promotional materials.

Collaborate with Retreat and Events Coordinator on networking and outreach efforts (ie build relationships with parishes, diocesan entities, schools and mission aligned organization.)

Collaborate with NCS team to create a yearly Chapter Report presented to the Norbertine Community.

**Supervision Received:**

This position reports directly to the Abbot. This position works with general direction, receiving occasional procedural direction from the Abbot and NCS Advisory Board.

**Supervision Exercised:**

This position has responsibility for the Retreats and Events Coordinator, the NCS Administrative Assistant, and the Spiritual Direction Coordinator.

**Knowledge, Skills, and Abilities:**

A masters degree in pastoral or theological studies is encouraged.

Three or more years experience in a ministerial administrative position.

Demonstrated independent decision-making, prioritization skills, organizational and multi-tasking skills are required.

Knowledge of Catholic doctrine, liturgy, sacraments, and spiritual traditions.

Willingness to work flexible hours, including evening, weekends, and occasional travel for retreats and diocesan events.

Spanish speaking skills are a plus.

**Physical/Visual/Mental Demands of Position:**

Position is sedentary in nature. Requires the manual dexterity associated with office work, including typing, keyboarding, filing. Also requires the ability to quickly receive, share and process detailed information. This position is generally not exposed to adverse environmental conditions.