

# JOB OPPORTUNITY

## *Executive Director, Mercy by the Sea*

### **Location**

Madison, Connecticut

### **Description**

This is an exciting opportunity to lead a truly unique ministry driven and mission focused organization. Mercy by the Sea (MBTS) is a Retreat and Conference Center founded and sponsored by the Sisters of Mercy, Northeast Community. Since 1974, Mercy has welcomed all who seek to enhance the quality of their lives in a complex, changing world. With an exceptionally beautiful, Long Island Sound location, Mercy by the Sea offers guests a sacred space of peace and tranquility where creativity can flourish and personal, professional and spiritual renewal and growth can take place. There are a myriad of offerings at MBTS including private, directed and group retreats, structured programs, both in-person and virtual as well as space for professional meetings and conferences – all in a serene, quiet, natural setting.

### **Responsibilities**

Responsible for overall operation of Mercy by the Sea and acts to advance and provide interpersonal and strategic leadership, public relations, and fiscal management in accordance with and in a manner consistent with the mission of Mercy by the Sea and the Sisters of Mercy.

### **QUALIFICATIONS**

#### **1. Education:**

- a. Bachelor's Degree and senior management experience is required; a Master's Degree is preferred.

#### **2. Experience:**

- a. Previous experience in non-profit or charitable organizations preferred. Must have experience in technology-based office management and office support. Requires demonstrated success as an executive with proven multi-tasking capabilities. Ability to effectively prioritize tasks and time demands.
- b. Proven leadership skills and experience, especially in the areas of financial management, budget development, administrative and financial standards relating to non-profit organizations, development and fund raising.

See [full job description](#) here.

For questions or further inquiries, contact:

Fran Rabinowitz, Chair of the Search Committee at [frabinowitz@capss.org](mailto:frabinowitz@capss.org)

Please send cover letter and resume to:

Fran Rabinowitz @ [FranRabinowitz@mercybythesea.org](mailto:FranRabinowitz@mercybythesea.org)

#### **Or mail to:**

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167 Neck Road  
Madison, CT 06443

**Electronic submission preferred**

### **Deadline for Submission**

February 15, 2021