



**Operations Manager
Mt. Irenaeus
Friendship, NY**

Mt. Irenaeus seeks an Operations Manager, reporting to the Executive Director and partnering across the Mountain community, to provide operational oversight of maintenance and capital projects, administrative initiatives, and volunteer management.

Background:

Mt. Irenaeus, a Franciscan Mountain community, is an independent non-profit organization located on 370 peaceful acres in western New York. "The Mountain" is a community committed to simple, joyful, healing communion with God and all creation through contemplation and the communal experience of God's justice, love and peace in contemporary everyday life. A resident community of Franciscan friars and lay people models hospitality and relationship building, as well as the importance of inclusion and collaboration. For over 40 years, our primary service has been to St. Bonaventure University students and community, but our reach extends to adult faith formation and service to the Franciscan world. The Executive Director, who manages a small team of staff members, has overall responsibility for all operations of Mt. Irenaeus. The Executive Director partners with the friars and others in resident community, and the board to ensure the mission and vision of Mt. Irenaeus continues to grow and thrive.

Duties and Responsibilities of the Operations Manager:

The Operations Manager reports to the Executive Director and will also work closely and collaboratively with the friars, resident community members, and staff. It is expected that the Operations Manager has an informed commitment to Mt. Irenaeus' distinctive mission, vision, and Gospel manner of life and ministry.

With 370 acres of property, aging structures, thousands of guests, and harsh weather, the buildings and grounds need full time care. The primary responsibility of the Operations Manager is to ensure the ongoing care, maintenance, and improvement of Mt. Irenaeus' property and facilities, working closely alongside the key caretaker.

Specific duties include:

- *Facilities and Project Management:* 40-50% of the position's time will be to oversee strategic capital projects, the long-term maintenance of buildings and grounds, react quickly to short term emergency or urgent projects. This includes the selection and management of vendors and personnel as these projects develop. The candidate will be expected to:
 - *Alongside the Executive Director and others in leadership, develop a facilities plan to support the long-term needs of the campus.*
 - *Create project descriptions and budgets for internal approval and distribution to vendors. Manage bidding and vendor selection process.*
 - *Supervise contracted projects from planning through completion*
 - *Develop and manage budgets for capital projects and general facilities maintenance*
 - *Respond to and coordinate resolution of emergency facilities issues as they arise*
 - *Participate and help facilitate all committees involving Buildings and Grounds projects.*

- *Other administrative projects:* A portion of the Operations Manager's time will be dedicated to supporting the Executive Director in advancing select strategic initiatives. These responsibilities will be shaped collaboratively, based on the organization's evolving needs and the candidate's strengths and experience. Based on the candidate's aptitudes, this work could include finance, legal coordination, personnel, or advancement tasks. Experience in hospitality or pastoral and/or young adult ministry may also help inform how the role is ultimately shaped.

Qualifications & Experience:

- A bachelor's degree is preferred, however, work experience is also strongly considered. The candidate must have a desire to work for a faith based, mission driven nonprofit organization.
- 2–3 years of supervisory experience overseeing projects and facilities, as described above.
- Demonstrated leadership style marked by empathy, strong communication and interpersonal skills, and the ability to build collaborative relationships
- Excellent project management skills, including the ability to manage multiple priorities and timelines
- Sound business and financial acumen, with experience supporting budgets, operations, or organizational planning

- A willingness to provide hospitality to guests and support the resident community of the Mountain as needed
- Adept with Microsoft office and other equivalent tools

Work Locations:

- This position requires on-site presence performed at Mt. Irenaeus, located in Friendship, N.Y.
- Periodic work will be conducted at St. Bonaventure University, where administrative offices are located.

Benefits and Compensation:

- Full time position with a competitive salary and comprehensive benefits, including health and retirement.
- Two weeks of paid time off in addition to recognized holidays.
- Salary range of \$55,000-\$75,000, commensurate with experience

To Apply:

- If you have an interest in this position, please send a cover letter and resume to employment@mountainonline.org.
- The Position will remain open until filled.

Mt. Irenaeus is an equal opportunity employer. Employees are assured of equal opportunity in employment recruitment, placement, promotions, demotions, layoffs, training, compensation and all other conditions and terms of employment without discrimination on the basis of age, race, color, gender/sex, sexual orientation, religion, national origin, mental or physical disability, genetic or family medical history, veteran status or any other protected status. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States.

Mt. Irenaeus is committed to fostering an environment of inclusion and belonging.

Mission Statement: Rooted in the Franciscan tradition, the Mt. Irenaeus community is committed to simple, joyful, healing communion with God and all creation through contemplation and the communal experience of God's justice, love and peace in contemporary everyday life. Life at Mt. Irenaeus is centered on attending to what is primary: presence to God, others, one's self and earth. All who participate in the mission of the Mountain join with Jesus Christ in "making all things new" by creating and nourishing a community that transcends a particular place, opening to all peoples, ages and cultures.