

Director | Altar + Home *by Conception Abbey*

Position available - posted March 5, 2026

Position Title: Director

Location: Conception Abbey | Conception, Missouri

Reports to: Abbot of Conception Abbey

Status: Full-time, salaried position

Salary Range: Begins at \$75,000, depending on experience
Benefits package included

Position Overview

Altar + Home *by Conception Abbey* seeks a new mission-driven Director to lead Conception Abbey's retail ministry. Our mission is to share the monks' Catholic faith and Benedictine spirituality through the creation and distribution of printed products and religious items.

The Director provides strategic, financial, and operational leadership to ensure the long-term vitality, growth, and mission alignment of the organization.

This role comes at a pivotal time. Two years into a five-year transition, Altar + Home has undergone significant renewal, including a new name, refined mission and vision, expanded product lines, a new website and sales platform, updated manufacturing systems, personnel changes, and renewed marketing efforts. The foundation is strong. The next Director will guide the organization into its next stage of stability, growth, and deeper service to the Abbey's mission.

Desired Leadership Profile

The ideal candidate is a strategic and solution-oriented leader who:

- Thinks long-term while executing with discipline
- Is financially literate and comfortable leading budgeting and financial planning
- Understands manufacturing and retail business models
- Communicates vision and strategy clearly and persuasively
- Leads with humility, integrity, and respect for Catholic faith and Benedictine values
- Can pivot thoughtfully while maintaining steady direction

ALTAR + HOME
by *Conception Abbey*

Key Responsibilities

Strategic Leadership

- Shape and implement a 3–5 year strategic plan aligned with the established mission and vision
- Define new initiatives and develop actionable plans to achieve measurable outcomes
- Identify internal and external resources necessary to support sustainable growth
- Adapt strategy as needed to respond to market changes and organizational needs

Team Leadership & Culture

- Lead and develop a 12–16 person team of monks and lay employees
- Foster a culture of servant leadership, accountability, collaboration, and positivity
- Hire, develop, and retain high-performing staff
- Address performance concerns and manage conflict constructively
- Support employees through continued organizational transition

Financial Oversight

- Lead the annual budgeting process
- Oversee financial performance and guide major financial decisions
- Approve significant purchases and capital investments with Abbey oversight
- Serve on the Abbey Planning and Finance Committee and other relevant committees

Operational Management

- Oversee end-to-end operations from product development and manufacturing to sales and fulfillment
- Understand and make decisions regarding legalities, compliance, and other business responsibilities
- Ensure systems, processes, and staffing support efficiency and growth
- Offer strategic input on marketing initiatives in alignment with financial and operational capacity
- Guide Operations Manager in day-to-day decisions

Qualifications

Minimum Qualifications

- Bachelor's degree in Business or related field
- Proven management experience
- Working knowledge of finance and human resources
- Strong written and verbal communication skills
- Proficient in Microsoft Office and able to learn company software

Preferred Qualifications

- Master of Business Administration (MBA) or related graduate degree
- 5+ years of management experience
- Experience in production, manufacturing, or retail business
- Understanding of and respect for the Catholic faith and Benedictine spirituality

To Apply

Email to inquire, or submit a resume with references to Kaity Holtman at kholtman@conception.edu.
Position open until filled.