

Christian Reformed Conference Grounds

Job Description

Executive Director

SUMMARY:

The Executive Director serves as the lead executive in charge of all aspects of the Conference Grounds. As the main ambassador for the ministry, he/she is the face of the Christian Reformed Conference Grounds to guests, staff, volunteers, and the community. The Executive Director will implement the mission and vision of the CRCG Board of Directors. He/she will develop and empower leadership in spiritual programming, marketing and promotion, fund raising, and oversight of all operations and financials. Together with the leadership team, he/she will direct and manage a full, part-time and seasonal staff.

The Executive Director is a full-time position and reports to the Board of Directors. He/she shall be neither independent of Board accountability, nor dependent upon Board supervision; but shall exercise a high level of independent judgment and initiative.

KEY RESPONSIBILITIES:

1. Provide complete oversight of the ministry including membership, guest accommodation, personnel, volunteers, finances, and day-to-day operations.
2. Work with the Board to develop and implement strategic plans for sustaining the financial health of the organization, site development, and the advancement of its ministry.
3. Develop and empower the leadership staff in programming, facilities, food service, and the business operations.
4. Oversee the hiring, supervision, and healthy performance of the staff.
5. Work with the Board to develop the annual budget and pricing strategies.
6. Implement and evaluate, along with managers, current and potential programming, retreats, and events for feasibility and adherence to the mission of the ministry.
7. Ensure the overall performance and reporting of the operations to the Board of Directors as required and directed.
8. Coordinate fundraising/development activities, as well as maintain and develop good relationships with donors.
9. Build and maintain strong marketing and public awareness of the ministry in the community.

10. Initiate and prepare the development of organizational policies for Board approval.
11. Provide strong hospitality best practices by developing and implementing systems to ensure operational efficiency and viability.
12. Serve as a liaison between the CRCG and all governmental and regulatory bodies, as well as licensing and accrediting agencies.
13. Performs other responsibilities as necessary or as assigned by the Board of Directors.

ESSENTIAL QUALIFICATIONS:

Be a member in good standing in a church in which he/she demonstrates an active Christ-following life through involvement and service.

Strong spiritual leader of high integrity who understands and practices Christian hospitality.

Executive management experience in a profit/loss business.

Proven leadership capabilities with a track record of leading, managing, and inspiring people.

A commitment to excellence, innovation, creativity, servant leadership and lifelong learning.

Strong communication skills including public speaking.

A four-year college degree in a relevant field of study. Related work experience can be substituted for a college degree.

EXPECTATIONS and PHYSICAL DEMANDS of the POSITION:

A devout follower of Jesus Christ and an effective leader who is committed to the ministry of the Conference Grounds.

Passionate about the value of camping and retreat mission and ministry.

Willing to work a flexible schedule including weekends, evenings and overnight.

Perform work outdoors and/or indoors in a conference center environment.

Expand opportunities to leverage the facilities to further build the Kingdom of God.