



Job Description: Executive Director

Reports To: Camp's Board of Trustees

Summary:

The Executive Director provides primary leadership for the organization toward its mission and ministry, balancing vision and financial solvency, by ensuring, either personally or through subordinates, the following duties are carried out with energy, intelligence, imagination and love. The Executive Director must be able to provide spiritual leadership, develop a vision of Calvin Crest's next chapter and lead the organization into this new place.

Qualifications

- Demonstrate evidence of and articulate a close personal relationship with Jesus Christ
- Demonstrated leadership experience in Christian camping
- Possess supervisory experience with a demonstrated ability to delegate responsibilities and tasks to subordinate staff
- Complete a college degree with a Master's degree strongly preferred
- Demonstrate a commitment to the core values and mission of Calvin Crest
- Possess exceptional written and verbal communication skills.

Essential Duties and Responsibilities

**** Other duties may be assigned*

- Provide organizational and spiritual leadership to maintain, modify, and expand the impact of Camp as an exhibition of the Kingdom of Heaven to the world, through programming, hospitality and stewardship.
- Direct the visionary and strategic planning necessary to develop three to five (3-5) year strategic plans and an annual ministry plan of operation.
- Serve as key spokesperson for the Camp to churches in the Central Valley of California, the San Joaquin Presbytery, and beyond and serve as a public relations spokesperson. Represent the Camp at conferences, conventions and meetings.
- Work with the Camp Board and Staff to provide long-range planning and development for the camp, financial solvency, vision for ministry, and financial resources through marketing and capital development.
- Provide leadership directly or indirectly for the Staff, connecting the staff together as community to each other and to the vision of the organization. Annual standards of performance and appraisals, as well as training and development opportunities are expected. This includes the authority to hire and release Staff in line with the established personnel policies.

- Provide leadership for the operational fundraising and marketing programs which will include annual and three (3) year strategic plans for fundraising and marketing.
- Provide leadership for any capital campaigns held to build new facilities and renovate and upgrade current facilities.
- Serve as the chief administrator of the organization, delegating responsibilities as needed to appropriate directors and staff.
- Oversee the financial management of the Camp, including the yearly budget development and monitoring of the financial progress, and provide reports to the Board of Trustees.
- Oversee working with all government and regulatory agencies, and maintain camping standards as set forth by Christian Camping International and the American Camping Association.
- Provide leadership for marketing, public relations and communication in order to promote the resources of the camp to current and potential users as well as listening to understand the emerging needs and shifting context of potential users in order to innovate future development.
- Provide leadership for the recruitment, development, and management of staff in order to provide a cohesive staff committed to ministry and service.

Physical Requirements and Work Environment

The physical demands and work environment described here are representative of those that must be met and encountered by an employee to successfully perform the essential functions of this job. This position requires walking, talking, seeing, hearing and other uses of the senses. While performing the duties of this job, an employee is required to frequently use hands and fingers and possess efficient means of communicating with others. Specific vision requirements include close vision. Occasional standing, stooping, kneeling, crouching, etc., is also required of this position. Occasional lifting, climbing, going up/down stairs and other physical exertions may also be required. The working environment for this position is a combination of an indoor office and building setting as well as outdoors featuring extreme heat and cold environments at the camp. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

- Minimum of \$65,000 salary and housing adjusted based on experience
- Health insurance for employee, spouse and dependents
- 4 weeks' vacation
- Professional Expense and mileage reimbursement per budget

To Apply

Please send your resume and cover letter to:

edsearch@calvincrest.com

Attention to: Calvin Crest Executive Director Search Task Force