



New Hope Camp and Conference Center, Inc. provides a unique natural setting, a place apart for persons of all ages and faiths to grow in their relationship with God, themselves, and others in an environment of Christian hospitality.

Job Title: Executive Director

Position Reports to Board of Directors

Position Type: Exempt

This position is benefit eligible meaning that health and dental insurance, vacation and sick time, and pension are offered.

Summary/Objective

Executive Director oversees the administration, programs and strategic plan of the organization. This position is responsible for fundraising, grant writing, and community outreach.

Finance & Administration

- Lead the development of budgets and related program and staffing plans that advance New Hope Camp and Conference Center's (NHCCC) mission and goals
- Manage the organization's financial resources to ensure long-term viability and sustainability
- Develop, improve, and implement organizational policies, procedures, and/or systems
- Provide monthly financial statements to Board that reflect the financial condition of the organization

Programs

- Maintain a working knowledge of significant developments and trends in the field of youth programs and retreat business
- Strategically plan new ways to improve programs
- Build relationships to strengthen and promote retreat facilities
- Create teambuilding program

Operations and Site

- Oversee pool control and water sanitization
- Plan short and long term needs for facilities

Human Resources

- Hire and retain competent, qualified program and site staff
- Ensures that annual performance and salary evaluations of staff are conducted
- Establish human resources policies, procedures, and/or practices that support recruitment, employment, and management of employees
- Ensures job descriptions are developed and maintained and annual performance evaluations are conducted
- Supervise Camp Program Director and Camp Site Manager

Fundraising

- Lead all aspects of fundraising activities: grant seeking, building and maintaining donor relationships, personal solicitations, corporate partnerships, etc.
- Secure funding for all programs and events with assistance from the Board and staff
- Responsible for reviewing and monitoring the annual fundraising plan
- Managing and maintaining donor database
- Build on existing relationships with partner churches and increase their fiscal commitment to New Hope Camp and Conference Center

Marketing

- Responsible for reviewing and monitoring an annual marketing/communication plan for all programs at NHCCC
- Serve as official spokesperson for NHCCC, active and visible in the community and by working closely with other professional, civic, and private organizations and agencies.
- Create consistent written and visual content for the website and social media platforms □ Write and edit content for newsletters, press releases, feature releases, etc. □ Write and design promotional materials as needed
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Board Relations

- Work directly with the Board of Directors while maintaining an open and strong relationship
- Partner with Board Members to implement strategic plans and identify areas of growth

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Qualifications

- Bachelor's degree in related field
- Previous camp and/or retreat experience required
- 2-5 years financial experience in non-profits

Skills/Knowledge

- Proven ability to fundraise and generate contributed revenue
- Excellent interpersonal, collaborative and organizational skills with ability to delegate and follow up
- Has composure under stress and willingness to assume responsibility for delivering personal and organizational commitments
- Computer competence, including but not limited to Microsoft Office programs, data management, and financial software
- Strong financial management skills, including budget preparation, analysis, decision making and reporting
- Strong written and oral communication skills
- Strong public speaking ability
- Pool Operator and Water Sanitation certification is a plus
- Grant writing a plus