



Presbyterian Clearwater Forest (PCF) Camp and Retreat Center

16595 Crooked Lake Road, Deerwood, MN 56444 | www.clearwaterforest.org

To Apply: Send your resume, cover letter, three references and desired salary to executivesearch@clearwaterforest.org

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Executive Director

The Board of Clearwater Forest (Board) is excited to move into the future with leadership that shares our common vision:

- a love of the Church and its possibilities,
- a heart for furthering the ministry of Clearwater Forest,
- a passion to see congregations and pastors thrive,
- the need for staff to fully share their faith, gifts, ideas, hopes and skills, and
- a desire to be good stewards with the resources we have been given.

The Board is committed to the leadership mantra that we can do more together than we can individually and the desire to find a way to share ministry in flexible, permission-giving ways while supporting, encouraging, and respecting each other is key.

The Executive Director position is a member of the Executive Team (XT). The XT is expected to step out of the usual boxes and embark on this journey of shared ministry, bringing a diversity of skills, experiences, and perspectives while managing PCF on behalf of PCF's Board.

The Executive Director will also be an ex officio member of the Board of Directors and is expected to attend and participate in all PCF Board Meetings.

The Executive Director is a person of faith congruent with the mission of PCF.

With a strong, skilled, and committed Board of Directors and staff, PCF is poised to grow into the future. The goals of the Board include:

- Excelling at creating and nurturing community and spiritual growth using God's woods and waters as a backdrop and tool;
- Equipping leaders and visionaries (staff, volunteers, guests & campers) to serve the world's needs;
- Being responsible stewards who support and sustain our resources; and
- Improving, expanding and developing our relationships with Clearwater Forest's guests, stakeholders and friends.

Position: Executive Director
Full Time. Year-Round. Salaried Position.
Compensation commensurate with experience.

Overview & Primary Responsibilities:

The Executive Director leads and inspires PCF's staff, Board and other stakeholders to advance our vision and mission while upholding and promoting our core values.

The Executive Director role will:

- **Cultivate Relationships & Fundraising** -- The Executive Director will foster robust relationships with churches, presbyteries, and individual donors, as well as expand the organization's funding base through thoughtful and creative leadership to achieve fundraising and communications goals. The Executive Director will develop new, and strengthen existing, relationships with donors and stakeholders to ensure broad-based sustainable support and serve as the primary face and voice of PCF's Fund-Raising Efforts.
- **Drive Strategy & Planning** — The Executive Director will provide strategic direction and a strong vision to support the work of long-term implementation of approved projects. The Executive director will; lead the organization's efforts in centering anti- racism and systemic equity; support and develop organizational leadership and empower the staff, the Board and stakeholders to fulfill our mission.
- **Strengthen Board Governance and Financial Oversight** — The Executive Director will advise and provide information and insights to the Board to engage them and support strong governance and oversight. The Executive Director in consultation and cooperation with the Board or the applicable Board Committee will create and monitor the annual budget and ensure legal and financial compliance.
- **Increase PCF's Collaborative Culture** -- The Executive Director will lead and nurture a deeply committed staff, board and volunteers. The Executive Director will advance a clear framework for aligning growth with mission, planning for effective team structures, and advancing internal policies and practices with the organization's core values to support equity. The Executive Director will embody and support the development of a culture that values equity, transparency, trust, clear communication, and collaboration across the organization.
- **Programming** –The Executive Director will provide thoughtful and creative leadership to develop new and innovative programs while achieving programmatic goals.

And Other Duties as Assigned by the Board and XT

Accountable to:

- Board of Directors – Incumbent will receive an annual review conducted by the Board of Directors through its Personnel Team.
- The XT of PCF – will be both colleagues and partners in PCF’s ministry.

Preferred Qualifications

The Executive Director will have a proven record of operating a summer camp and retreat center. They will be a visionary leader, strategic thinker, skillful builder of relationships with givers and partners, and a charismatic spokesperson for PCF. The ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- A minimum of 10 years of experience in non-profit leadership roles;
- Demonstrate organizational management experience, fundraising, programming, finance, and development for effective stewardship of resources;
- Proven program development;
- Experience overseeing financial planning and management of a comparably sized organization;
- A proven ability to build strong professional relationships along with a confidence and competence to engage with diverse audiences and perspectives;
- Commitment to creating a strong and healthy workplace that internally reflects PCF’s values;
- Experience hiring, mentoring, developing, and coaching teams to build organizational capacity;
- Ability to assess and identify obstacles in a growing organization and devise strategies to ensure that processes and systems are being developed in a consistent manner to guide growth and provide staff with opportunities to grow professionally;
- A collaborative and self-reflective leadership style that values staff contributions and experiences, fosters trust, accountability, clear communication, and effective decision-making;
- Motivates all stakeholders toward a shared vision and measurable goals.
- Strong facilitation skills and an authentic interest in listening to and learning from others with an ability to establish trust with a diverse set of collaborators;
- Excellent oral and written communication skills and a strong external presence;
- Experience working with a Board of Directors;
- ACA or equivalent Camp Director certification desired; and
- Authenticity and interested in having fun at work!

Brief Summary of Benefits:

Full time employees received full compensation for medical benefit premium coverage through Health Partners. For families, Clearwater covers 80% of premiums with the employee covering the remaining 20%. Additionally, Clearwater covers the Board of Pensions for employees enrolled in the pension plan. Other supplemental insurances (dental and vision) are available but fully covered by the employee.