

Job Description

Stony Point Center Executive Director (Office of Executive Director)

Stony Point, NY, United States of America

[Apply Now](#)

Overview

Stony Point Center is located in the scenic Hudson River Valley, 45 minutes northwest of New York City in beautiful upstate New York.

A space committed to welcoming guests from all walks of life, fostering dialogue, inspiring spiritual work and eradicating systemic racism and institutionalized poverty.

Owned and operated by the Presbyterian Church (USA) for over 40 years, Stony Point Center rests on 30 acres of nature, gardens and farmland. The Meditation Space, Labyrinth and Art Space help guests explore faith, creativity, community and leadership building.

Position Purpose:

To oversee all aspects of Stony Point Center and manage its efficient integration with the Presbyterian Mission Agency and the Administrative Services Group of the PC(U.S.A.) A Corporation.

This position requires living on-site in Stony Point Center.

Job Skills / Requirements

Mission

1. Oversee and direct the operation of Stony Point Center to the end that it effectively fulfills its mission and meaningfully participates in the fulfillment of the mission of the Presbyterian Mission Agency.
2. Focus Stony Point Center such that it can simultaneously serve as host to a variety of missions and ministries such as hosting an Innovation Studio and Training facility overseen by Presbyterian Mission Agency leadership; guest group retreats supported by SPC staff; SPC developed and supported programming; and other mission partnerships and uses that may develop with the support, guidance and accent of the PMA.
3. Direct the process of fully integrating SPC's work with the PMA's vision.

Program

1. Oversee the development of effective partnerships which help Stony Point Center and the PMA to accomplish missional and fiscal objectives.
2. Provide marketing, registration, facility and administrative support for PMA activities on SPC grounds.

3. Support the work of the Coordinator of PCUSA Camp and Conference Ministries Support and Development in their work creating and executing programmatic offerings using a Hybrid Model of in-person and online gatherings with as much a focus on reaching participants outside of SPC as gathering groups to meet at SPC.
4. Manage relationship with resident nonprofit leases and the nonprofit hub partnership.
5. As staffing and space allow, develop appropriate programs in conjunction with colleagues within the PMA, the broader church, and in the broader, faith-based movement for justice, peace and earth care.
6. Recruit guest groups that align with the mission aims of the PMA and work to make a positive change in the lives of others, foster an open and welcoming reality for all, and make a lasting change in the world.
7. Work to augment guest group programming that meet the goals of #9 above with services such as marketing, program development and communication such that SPC becomes more than merely a host facility, but instead the guest group and SPC become partners in mission.

Operations

1. Ensure that SPC offers the highest possible standard of hospitality to guests.
2. Develop and extend the SPC brand and values and to assure a solid client base for SPC operations.
3. Oversee periodic, routine, and major maintenance of all facilities such that facilities are safe and well-maintained.
4. Ensure compliance with all applicable regulatory agencies.
5. Develop and execute a plan for long-term major maintenance.

Financial

1. Oversee financial management to the end that Stony Point Center financial goals are met.
2. Ensure compliance with applicable PMA policies for financial administration.
3. Ensure that SPC administrative practices, including financial management, risk management, HR and IT are integrated with the Administrative Services Group as efficiently as possible.

Staffing/ Personnel

1. Oversee recruitment, hiring, training, and evaluation of all staff employed at Stony Point Center in conjunction with PMA/ASG leadership.
2. Ensure compliance with all PMA HR policies, and applicable state and federal laws

Development

1. Work with the PMA Mission Engagement office on funds development, including annual funds, capital funds, and planned giving.

Essential Education and Experience Requirements:

- BA required, MA preferred
- 10+ years experience with a successful track record of nonprofit management in non-profit management, management experience in the hospitality industry
- Specific experience with church conference centers very helpful
- Experience with employee supervision and performance accountability
- Experience with organizational and strategic planning, implementation, and tracking

Required Skills

- Solid technology skills, including proficiency with MS Word, Excel, Power Point, Outlook, Internet
- Demonstrated ability to lead an organization to meet goals
- Skills in making decisions and implementing them with grace
- Fund-Raising skills
- Public Speaking skills
- Excellent writing and speaking skills
- Proficiency with the English language and one or more additional languages very helpful.
- Ability to handle multiple projects simultaneously
- Knowledge of and experience with the organization and polity of the PC(USA)

Physical Requirements

- Requires the ability to work evening/weekend hours
- Ability to communicate and converse verbally.
- Requires the ability to move from one location to another while performing tasks.
- May require occasional travel
- Requires living on-site in Stony Point Center

For questions, please email Pam Harris at pam@runriver.net or call 315-256-6475

Additional Information / Benefits

We believe a balanced life, with time for work, leisure, and spiritual nurture, makes us healthier and more productive colleagues at the Presbyterian Center.

The Presbyterian Church (U.S.A.) offers a competitive benefits package for eligible employees including Medical, Dental, Pension Plan, Short-Term and Long-Term Disability, Employee Assistance Program (EAP), Flexible Spending accounts, 403(b) Retirement Savings Plan, Vacation Days, Sick Days, and Paid Holidays.

Presbyterian Church (USA) is committed to being not only an Equal Employment Opportunity Employer as defined by the U.S. government, but with the inclusion of gender identity and sexual orientation as well.

Candidates from Presbyterian communities in the global south and other historic Presbyterian Communities of Color, preferably with theological training and fluency in languages other than English, are encouraged to apply.

This job reports to the Deputy Executive Director for Mission

This is a **Full-Time** position **1st Shift, Weekends**.

Number of Openings for this position: 1

[Apply Now](#)