

1720 FERNCLIFF RD
LITTLE ROCK, AR
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EST. 1937

To Whom It May Concern:

Ferncliff is a growing non-profit organization located just west of Little Rock, Arkansas. We were founded in 1937 and have a strong history and tradition as a camp and conference center serving the Presbytery of Arkansas. Over the last 20 years Ferncliff has grown into a thriving center of mission and ministry, adding a disaster assistance operation, a community redistribution center and a growing nature preschool program. Although we primarily serve our local community, we have expanded to serve regional groups and host various national programs.

From an operations standpoint, Ferncliff has grown significantly in the last few years. We now host 1300+ summer campers and 50+ children in our nature preschool program throughout the school year. This year (2022) our hospitality program grew by 37% over our previous best year on record. Our staff has grown from 9 full-time staff in 2017 to 18 full-time staff in 2022.

We believe that now is the time for our organization to hire a Chief Operations Officer. We are looking for someone to direct and manage the breadth of Ferncliff's operations thereby allowing our Executive Director to devote more time and attention to addressing Ferncliff's long-range goals, fundraising and relationship building. The primary responsibility of this position will be supporting and directing the leaders of our maintenance, hospitality, nature preschool, camp and mission/outreach departments.

Every day brings new opportunities and challenges in the work that we do at Ferncliff. The ideal candidate will be someone that enjoys a varied work environment, is organized, optimistic and able to make progress on various projects at the same time. They should be a problem solver, someone with the ability to come up with a solution when one may not be obvious. They must have significant supervisory experience including the ability to recruit, train, manage and motivate staff. We also strongly believe that the right person will be one that enjoys connecting with people and believes in what we do.

If you believe you have the skills, experience and motivation to provide the leadership that Ferncliff needs to continue to grow and work towards our mission then we encourage you to apply by sending your resume, cover letter and references to Ferncliff's Executive Director Joel Gill @ jgill@ferncliff.org. Please put "Ferncliff Chief Operations Officer" in the subject line of your email.

Sincerely,

Joel Cory Gill

Executive Director

AS AN EXPRESSION OF GOD'S LOVE, WE WELCOME PEOPLE INTO A LIFE OF
CARING FOR CREATION, OTHERS AND THEMSELVES.

TITLE: Chief Operating Officer (COO)

COMPENSATION: \$70,000-\$80,000 SALARY PLUS FULL BENEFITS

GENERAL RESPONSIBILITY: To direct and supervise the breadth of Ferncliff operations including maintenance, camp, events, nature preschool, mission/outreach and hospitality programs.

SPECIFIC RESPONSIBILITIES:

- Plan and direct Ferncliff's operations.
- Maintain financial oversight of operating related line items proposing budgets and adhering to the approved budgets.
- Work with the programs, nature preschool, mission/outreach and hospitality teams to plan and implement marketing strategies to increase program participation.
- Work with the Executive Director to create and develop department goals and objectives.
- Oversee the hiring, training and management of associated staff and volunteers.
- Order, receive and monitor inventory of equipment and supplies for all operating efforts.
- Conduct a systematic procedure for evaluation of all programs/departments with measurable outcomes.
- Coordinate and communicate with staff members to maintain the overall quality of provided services.
- Oversee Ferncliff's facilities maintenance department.
- Willingness to serve in any capacity to host user groups and facilitate or provide leadership for all operations.
- Collaborate with all staff to continue to make our operations, facilities and programs more environmentally sustainable.
- Keep current on the latest trends, technology, and best practices for camps and retreat centers and non-profits in general.
- Develop and manage relationships with volunteers, guest groups, camper families and other members of the Ferncliff community.
- Other duties as assigned

RELATIONSHIPS AND ACCOUNTABILITY:

Directly accountable to the Executive Director

Management and oversight of Maintenance, Hospitality, Nature Preschool, Camp and Mission and Outreach programs.

Develop relationships related to attracting students, campers and guests as well as non-profit and faith-based organizations to participate in Ferncliff programs.

Qualifications:

Person of Christian conviction, committed to the ongoing mission and programs of Ferncliff and the Presbyterian Church (U.S.A.) as a whole.

Demonstrated skills in recruiting, training and managing staff to effectively work towards Ferncliff's mission.

Demonstrated ability to communicate clearly and concisely in writing and to speak effectively before groups.

Demonstrated ability to create systems and processes for monitoring operations and conducting evaluation.

Demonstrated ability to administer websites, software and many forms of social media.