

NaCoMe Camp & Retreat Center Job Description



Executive Director

Mission

NaCoMe provides retreat for all ages to build community, connect with God, and renew spirits.

Summary Of Position

The Executive Director supervises either directly or indirectly all staff and volunteers at NaCoMe. This position serves as the leader of the organization, working in relationship with the Board of Governors to fulfill the mission and complete the strategic objectives. The Executive Director is directly responsible for all aspects of day to day operations.

Status

Full Time, Year-Round, Exempt

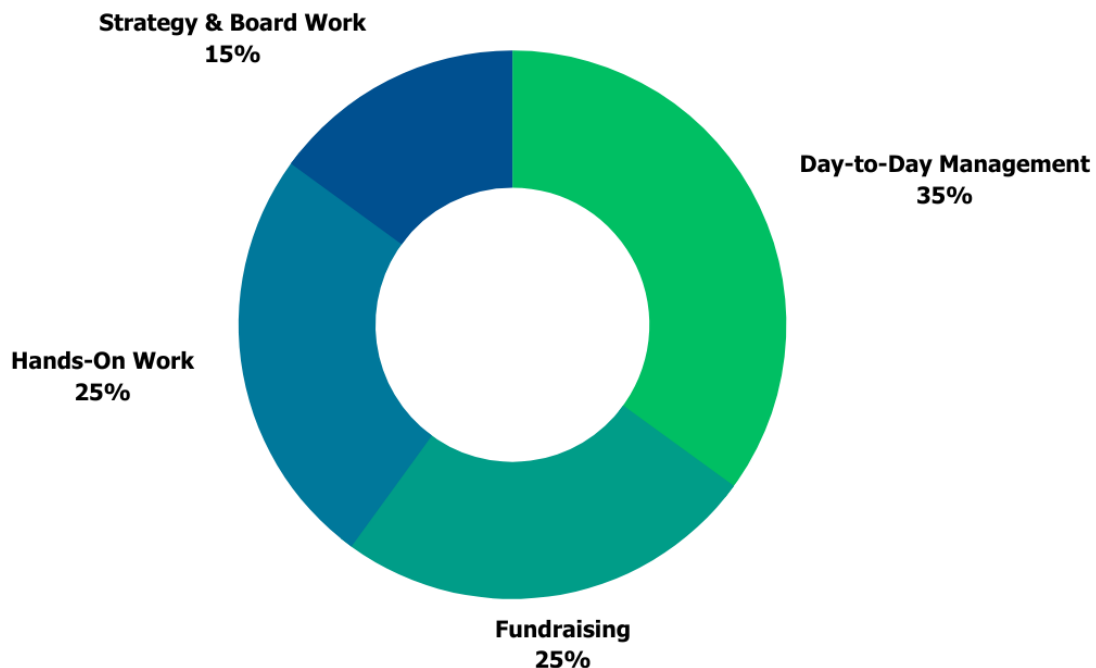
Supervisor

Board of Directors

Direct Reports

Leadership Team (department heads of Operations, Program, Maintenance, and Food Service) and also assists with direct leadership of seasonal summer staff.

Areas of Responsibility



This position oversees all aspects of NaCoMe's operations. The percentages above represent an estimated breakdown in the types of work required for this position.

Strategy & Board Work

- Work in partnership with the Board of Directors to fulfill the mission of NaCoMe. This includes completing reports as well as engaging in Strategic Planning with the board or other stakeholders.
- Communicate and execute the strategic objectives as determined by the Board, empowering other staff as needed.
- Build and maintain the relationships of the ministry, including but not limited to those with the Presbyteries, specific churches, and individual stakeholders.

Day-to-Day Management

- Oversee the Leadership Team of the staff, ensuring they have adequate resources and plans to accomplish the goals of their respective departments.
- Lead staff meetings and maintain open and frequent communications with site staff in order to coordinate each department's work into a cohesive effort.
- Manage the annual budget and monitor other ongoing measurables.

Fundraising

- Work to expand the Annual Fund, NaCoMe's annual fund for general donations to the ministry.
- Serve as the lead voice and connection point to the ministry for donors and sponsors.
- Build and maintain relationships with NaCoMe's network of past alumni and supporters.

Hands-On Work

- Serve occasionally as a host for weekend groups on site.
- Serve as a direct supervisor for the summer camp program and the summer season, helping to ensure smooth operations for campers, groups, and guests.

Authority & Supervisory Responsibilities

Within the policies of NaCoMe as set by the Board, the Executive Director will have authority to provide programmatic, fiscal, and property management, operational leadership and best practices of the industry, organizational representation, and administrative supervision to center staff. Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; scheduling and approving time worked; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

1. Mature adult with a deep Christian faith consistent with the core values of the Presbyterian Church, USA.
2. Vision, energy and passion for camp and retreat ministry.
3. Experience in the field of camping ministry or the non-profit sector.
4. Relationship building skills to work with staff, volunteers, campers, parents, and guests.

5. Experience in leading a team of leaders.
6. Ability to implement best practices for financial sustainability, including donor relations.
7. The ability to create and manage systems (financial and operational).
8. Welcoming spirit of hospitality and drive for quality ministry.

Education and/or Experience

Bachelor's degree (B.A./B.S.) from a four-year college or university; or one to two-years related experience and/or training; or equivalent combination of education and experience is required. Previous supervisory experience is required.

Essential Functions

1. This position is required to live on site and give overall direction to the site and its operations.
2. Ambulatory ability to move about the site and auditory and visual ability to identify and respond to any situation that may arise.
3. Ability to communicate and work with groups and individuals.
4. Cognitive abilities to plan for and coordinate activities at the site.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms; and lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

NaCoMe is first and foremost a Christian ministry. Our mission is for all people to build community, connect with God, and renew spirits. We are a team-based staff, working collaboratively on most tasks. The right leader will join our team ready to both learn and offer their creativity, expertise, and energy to special ministry.