



WARWICK CONFERENCE CENTER

P.O. BOX 349, WARWICK, NY 10990

**Position: Executive Director, Warwick Conference Center [WCC]
Warwick, New York**

The Opportunity

The Warwick Conference Center is a Christian non-profit, faith-based broadly inclusive place of welcome, hospitality, reflection and retreat where all are invited to seek renewal, pursue personal and corporate growth, and have the opportunity to listen for God's voice.

For over 65 years, WCC has ministered to families, youth, churches and special needs persons through summer camps, group activities and retreats. Situated just 50 miles northwest of New York City, our location offers a serene retreat on a 150-acre hilltop estate that seamlessly blends rustic comfort with close proximity to the city.

Position Summary

The Executive Director serves as the chief executive officer and is responsible for the overall leadership, administration, financial management, and strategic direction of the organization.

Reporting to the Board President and accountable to the Board, the Executive Director ensures that WCC's operations align with its mission and strategic plan. The Executive Director provides visionary and operational leadership.

ESSENTIAL RESPONSIBILITIES

Mission & Spiritual Leadership

- Promote and uphold the Christian mission, vision, and values of WCC.
- Encourage spiritual growth among staff, volunteers, campers, guests, and ministry partners in keeping with WCC's mission.

Strategic Leadership & Organizational Development

- Develop organizational goals, objectives, and measurable performance indicators in collaboration with the Board.
- Identify opportunities to strengthen organizational capacity, expand programming, improve facility utilization, and develop new revenue streams.

Development, Fundraising & Public Relations

- Lead and implement a comprehensive development strategy, including annual giving, major gifts, grants, sponsorships, planned giving, and capital campaigns.
- Develop and oversee marketing and communications strategies that increase awareness of WCC.
- Serve as the primary ambassador and spokesperson for WCC.

Financial Leadership

- Prepare the annual operating budget in collaboration with the Finance Committee and present it to the Board for approval.
- Oversee financial operations, including budgeting, accounting, payroll, cash management, financial reporting, and financial planning.
- Maintain appropriate internal controls and financial procedures.
- Ensure compliance with applicable financial reporting requirements, nonprofit accounting standards, and relevant laws and regulations.
- Identify financial risks and opportunities and recommend strategies to strengthen WCC's long-term financial position.

Operations & Human Resources

- Recruit, hire, train, supervise, evaluate, and develop employees in accordance with approved staffing plans and personnel policies.
- Establish clear roles, responsibilities, and effective relationships among staff members.
- Foster a positive, collaborative, professional, and mission-centered work environment.
- Oversee facilities maintenance, capital improvement planning, vendor relationships, contracts, insurance, and risk management.
- Ensure that facilities and programs operate in accordance with applicable health, safety, accessibility, and other legal requirements.
- Ensure that appropriate emergency procedures, safety protocols, and risk management practices are maintained.

Board Relations & Governance

- Report to the Board President and the Board of Directors for Board-approved policies and strategic priorities.
- Provide information, recommendations, and operational updates to assist the Board in making informed decisions.
- Establish annual performance goals in collaboration with the Board.
- Communicate significant organizational developments, risks, and opportunities to the Board in a timely fashion.

CANDIDATE QUALIFICATIONS

- Practicing Christian in the tradition of mainstream Protestantism.
- Bachelor's degree in Business Administration, Nonprofit Management, Ministry, Public Administration, Recreation Management, or a related field. A master's degree is preferred.
- Minimum of five years of progressively responsible leadership experience in nonprofit management, ministry, camping, conference center operations, hospitality, or a related field.
- Experience in fundraising, donor cultivation, financial management, and organizational leadership.
- Experience supervising employees, developing teams, and managing organizational operations.
- Strong strategic planning, organizational development, and problem-solving skills.
- Excellent written, verbal, interpersonal, and public speaking skills.
- Ability to build productive relationships with donors, churches, community partners, employees, volunteers, and other stakeholders.
- Strong organizational, financial, administrative, and decision-making abilities.
- Proficiency in Microsoft Office, Google Workspace, and standard business technology.
- Ability to manage multiple priorities, respond to changing organizational needs, and exercise sound judgment.
- Experience leading a Christian camp, retreat center, conference center, hospitality organization, or faith-based nonprofit.
- Experience with strategic planning, organizational restructuring, and long-term sustainability initiatives.
- Experience working with a Board of Directors and Board committees.
- Familiarity with facilities management, capital improvement planning, and risk management.

Compensation & Benefits

The annual salary range for this position is \$100,000-\$120,000, commensurate with the successful candidate's qualifications and experience.

Housing: provided: No

Benefits may include:

- Health insurance
- Retirement plan participation
- Paid vacation and holidays
- Professional development opportunities
- Reimbursement for approved business-related expenses

Benefits are subject to applicable eligibility requirements, plan terms, and organizational policies.

Employment Status

The Executive Director is a full-time, year-round exempt employee of Warwick Conference Center.

Employment is at will, meaning that either the Executive Director or Warwick Conference Center may terminate the employment relationship at any time, subject to applicable law and any applicable written agreements or Board policies.

Warwick Conference Center is an equal opportunity employer, subject to applicable law.