

Camp Allendale Executive Director Job Description

Camp Allendale's Mission: Camp Allendale exists to provide a dynamic environment for people to engage the Living God.

Job Summary:

The full-time Executive Director at Camp Allendale serves as the primary leader for the camp and provides strategic oversight for its various programs and ministries. This servant-leader will embody and champion Allendale's vision.

The Executive Director will collaboratively develop, nurture, and communicate the vision, mission, and strategy for Camp Allendale. The Director will work with the staff to develop strategies to ensure that yearly plans and goals help to achieve the Ends Policies. The Director will partner with the Board to develop vision and long-term plans for the ministry.

Key Aspects of the Role:

Board Governance:

- Work closely and cooperatively with the Board of Directors to provide clear direction regarding the camp's vision, mission, and values.
- Report to and work closely with the Board to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Camp.
- Take ownership for the implementation and achievement of the Ends Policies established by the Board by which the Director will be evaluated annually.
- Adhere to the CEO Executive Limitations established by the Board.
- Participate in all scheduled Board of Director's meetings (which occur quarterly).
- Work with the Board President in preparation for the board meetings and to identify content for the agenda and supervise the preparation of the Board's meeting packets, including the Executive Director's report.
- Serve as the primary conduit and communicator between the Board and staff.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Communication:

- Demonstrated experience with communication and marketing through print and online channels. Oversee marketing and other communication efforts.
- Effective verbal, written and interpersonal skills and ability to apply such communication skills effectively with a variety of individuals with diverse backgrounds, economic levels, and roles within the community as well as with church partners and church leaders.
- Ability to effectively communicate the Camp's mission to donors, partner churches, volunteers, program directors, etc.
- Establish and maintain relationships with various constituencies and utilize those relationships to strategically enhance Camp Allendale's mission.

Organization Mission & Strategy:

- Implement strategies, goals, and accountability for the long-term success of the ministry.
- Work with the Board and staff to ensure that the mission is fulfilled through ministry programs and strategic planning.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operations of the ministry.
- Review and approve contracts for service.

Financial Stewardship & Viability:

- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other revenues necessary to support the camp's mission and ministry.
- Proven fundraising experience including working with small to large/high-capacity donors, overseeing capital campaigns, and other fundraising initiatives.
- Responsible for the fiscal integrity of Camp Allendale, to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.

Staff Development:

- Care for the staff personally.
- Provide oversight for and leadership of the staff.
- Foster the personal development and growth of the staff's gifts.
- Lead staff meetings and team-building events.
- Delegate responsibilities and appropriate authority to the staff and equip them for success in their roles.
- Responsible for the hiring and firing of staff (full-time, part-time, and seasonal) on an as-needed basis.

Skills & Experience Needed:

- A bachelor's degree from an accredited university of college is required, and a master's degree is preferred. Preference will be given to candidates with educational experience in ministry, non-profit leadership, business management, or human resources.
- Five or more years of senior ministry leadership or nonprofit management experience.
- A proven track record of effective staff leadership, good judgment, and above reproach character.
- Administratively savvy and organizationally sound.
- Relevant management experience, including human resources, budget management, strategic planning, media relations and nonprofit collaborations.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.

- Able to explain and uphold the Camp's Statement of Faith.

Personal Strengths & Competencies Desired:

- **Drives Vision and Purpose:** Paint a compelling picture of the vision and strategy that motivates others to action.
- **Plans and Aligns:** Plan and prioritize work to meet commitments aligned with organizational goals.
- **Communicates Effectively:** Develop and deliver multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Collaborates:** Build partnerships and work collaboratively with others to meet shared objectives.
- **Directs Work:** Provides direction, delegates, and removes obstacles to get work done.
- **Builds Networks:** Effectively build formal and informal relationship networks inside and outside the ministry organization.

Personal Characteristics:

- Growing and mature Christian faith. Maintain personal spiritual disciplines to be a trustworthy, godly leader setting an example for others to follow.
- Strong ministry calling and passion for camp ministry.
- Understands and appreciates the realities of a camp ministry schedule.
- Displays honesty and integrity beyond reproach.
- Servant-leader who demonstrates a teachable and humble spirit.
- Comfortable delegating and leads with a collaborative spirit.
- High energy, innovative, self-starter with a good work ethic.
- Will actively attend an Allendale partner church or Christian Church/Church of Christ in the surrounding area.
- Understands and appreciates Restoration Movement principles and values.

Work Location: On site

Benefits Included:

- Health Insurance & Health Savings Account
- Retirement & Employee Matching
- Paid Vacation Time
- Camp Provided Meals
- Personal Days
- Paid Holidays
- Travel & Mileage Reimbursement
- Onsite Housing & Utilities
- Cellphone

To apply for this position, please send resume and cover letter to:

board@camp-allendale.org