

EXECUTIVE DIRECTOR Job Description

This job exists to further the cause of Jesus Christ by providing life-changing, memorable, breakthrough experiences for campers and staff at Cooperstown Bible Camp (CBC) through effective utilization of all camp resources, human, financial, facilities and property

These five key areas of results – ranked in order of importance – define success in the job:

1. **Lead** – Model Christian character, develop a shared vision & plan, effectively engage others in achieving the CBC mission, model & achieve effective life balance
2. **Connect** – Build effective working relationships with the board, churches, pastors, donors & the community
3. **Manage staff** – recruit, select, retain, oversee, develop, mentor, engage/inspire staff, create a healthy work environment and prioritize
4. **Create & manage growth** – camp season programming & utilization, off-season use, facilities planning & development
5. **Manage finances** – income (fund raising), outgo (expenditures), balance income with expenditures and be accountable for financial operations

RESPONSIBILITIES:

1. Lead

- Model Christian character
- Provide spiritual oversight for the camp
- Develop a shared vision / plan
 - Guide the strategic planning process for the overall growth, with a particular focus on ministry priorities, staffing, and facility needs.
 - Establish operational and programming benchmarks, timelines and resources needed to achieve strategic goals, and report to Board the progress against these goals
- Effectively engage staff, board and others in achieving the CBC mission
- Model & achieve effective life balance

2. Connect

- Build effective working relationships with the board, churches, pastors, donors & the community
- Manage communication with the camp board
- Drive and support Board members' engagement with CBC
- Attend Christian Camp and Conference Association activities

- Fundraising
 - Identify, build, and manage relationships with individual donors and organizations implementing regular communication and ask-strategies
 - Identify and cultivate new and existing prospects, write grant proposals, and ensure the continuation of support from existing donors
 - Lead key fundraising events.

3. Manage Staff

- Recruit, select, and retain staff
 - Attract, develop and retain high-level year-round and summer staff team members.
- Oversee, develop and mentor staff
 - Develop management depth in the organization
- Provide effective team leadership
 - Engage/inspire staff
 - Strategic delegation in operational, facility, and programming areas
 - Create a healthy work environment and prioritize team work
- Oversee all staff functions to ensure that the camp's mission and goals are met, including:
 - Summer and year-round programming
 - Health, food service, maintenance, facilities, program, and office
 - Ensure that industry, state, and federal requirements are met and followed, including proper documentation, staffing, programming, and equipment requirements

4. Create & Manage Growth

- Guide the overall growth process with the staff and board, to include:
 - Ministry priorities
 - Staffing
 - Camp season programming & utilization
 - Off-season camp use
 - Facilities planning & development
 - Program development planning & management:
 - Camper recruitment – developing relationships with children, families, and organizations

5. Manage Finances

- Develop the economic model needed to sustain Cooperstown Bible Camp's business model.
- Manage and grow the current budget of approximately \$350,000, with a focus on organizational efficiency, integrity and accountability.
 - Create the budget, submit the budget for review and final approval from the board
 - Balance the books
 - Manage cash flow
 - Prepare financial statements for Board meetings

QUALIFICATIONS:

Spiritual:

1. Must have received the Lord Jesus Christ as personal savior.
2. A Christian whose personal life demonstrates Christian character.
3. Desire to communicate personal faith to youth and adults.
4. Emotional and spiritual maturity which is readily seen.
5. Desire to serve others
6. Agree with the Statement of Faith of the Evangelical Free Church of America

Specific:

1. Be at least 21 years of age.
2. Bachelor's degree preferred
3. Management experience in finance, budgeting, operations, fundraising and program supervision.
4. Experience in setting strategic objectives and leading a team to achieve goals.
5. Strong interpersonal skills and ability to manage relationships with board members, donors, parents and staff
6. Experience working in a camp setting and/or experience working in a professional capacity with youth;
7. Demonstrates a clear commitment to Cooperstown Bible Camp's mission.

ACCOUNTABLE TO:

1. Cooperstown Bible Camp Board