



EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director is the key management leader of the Association of Cedarbrook Camps (ACC). The Executive Director is responsible for overseeing operations, programs, and strategic plan implementation. Other key responsibilities include developing and sustaining ministry partner relationships, marketing, and community outreach. The position reports directly to the Board of Trustees (BOT).

GENERAL RESPONSIBILITIES

1) Board Governance:

- Lead the ACC in a manner that supports and guides the mission and purpose as defined by the BOT
- Communicate effectively and providing information necessary for the BOT to function properly and to make informed decisions

2) Financial Performance and Viability:

- Develop resources sufficient to ensure the financial health of the organization
- Develop and sustain ministry partner relationships
- Collaborate with the treasurer to develop the annual budget
- Operate within the approved budget

3) Organization Operations:

- Oversee and implement appropriate resources to ensure that the operations of the organization are completed
- Provide effective administration of ACC operations
- Represent the ACC to Christian ministries, including other camp associations

JOB RESPONSIBILITIES

- Participate in BOT meetings and committees
- Report to, and work closely with, the BOT in policy decisions, fundraising, and increasing the overall visibility of the ACC
- Participate in strategic planning and subsequent implementation
- Assist in budget planning and management
- Serve as the ACC's primary spokesperson
- Engage in fundraising and increasing revenues
- Active engagement in the policy partnership governance model
- Lead ACC staff with ongoing mentoring and development
- Perform written annual evaluation of ACC staff
- Administer employment and administrative policies and procedures for all operations of the ACC
- Review and approve contracts for services
- Perform other duties as assigned by the BOT

PROFESSIONAL QUALIFICATIONS

- Experience with, and understanding of, Cedarbrook Camping philosophy and methodology
- Bachelor's degree (strongly preferred)
- Transparent and high integrity leadership
- Five or more years management experience
- Experience and skill in working with a board
- High level strategic thinking and planning--ability to envision and convey the organization's strategic future to the staff, board, volunteers, and ministry partners
- Ability to effectively communicate the ACC's mission and purpose to ministry partners, volunteers, and the overall community
- Demonstrated ability to oversee and collaborate with staff
- History of successfully generating new revenue streams and improving financial results
- Fundraising experience with excellent donor relations skills
- Demonstrated success in establishing relationships with individuals and organizations of influence, including funders, partner agencies, and volunteers
- Solid organizational abilities, including planning, delegating, program development, and task facilitation
- Strong aptitude for verbal and written communication, presentation, and relationship development
- Financial management skills, including budget preparation, analysis, decision making, and reporting
- Strong work ethic with a high degree of energy

PERSONAL QUALIFICATIONS

- Professes faith in Jesus Christ (in agreement with Statement of Faith) (Galatians 2:20)
- Demonstrates personal walk with the Lord (Colossians 1:10; James 2:14-17)
- Regularly attends local church (Hebrews 10:25)
- Demonstrates spiritual leadership (Luke 20:25-28)

ESSENTIAL FUNCTIONS

- Unencumbered driver's license
- Proficient in computer use and with Microsoft Office and Google Suite
- Able to read, write, speak and understand English