

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. **Leadership / Teamwork** – Model Christian character, develop a shared vision and plan, effectively engage others in achieving and sustaining the CBC mission, and effectively manage time, energy and staff
2. **Best Business Practices** – Ensure excellence, accountability, hospitality, risk management, standards, HR, IT
3. **Create & Manage Growth** – Grow CBC through camp season programming and utilization, off-season use, facilities planning and development
4. **Connect & Collaborate** – Build effective working relationships with the board, churches, pastors, donors and the communities, fund raising
5. **Manage Finances** – Balance income with expenditures and be accountable for financial operations

RESPONSIBILITIES:

1. Leadership / Teamwork

- Model Christian character
- Develop a shared vision and plan
- Effectively engage others in achieving and sustaining the CBC mission
- Effectively manage time, energy and staff
- Manage staff
 - Recruit, select, retain, oversee, develop, mentor, engage/inspire staff, create a healthy work environment and prioritize
 - “Have the maturity to handle immaturity”

2. Best Business Practices

- Commit to excellence
- Provide and engage in accountability
- Provide hospitality
 - Creating a welcoming environment for all
- Engage in risk management
- Maintain standards
 - HR
 - IT
 - “Ensuring that our data is golden”

3. Create & Manage Growth

- Grow CBC
 - Through camp season programming and utilization
 - Off-season use facilities planning & development

4. Connect & Collaborate

- Build effective working relationships
 - With the board
 - With churches and pastors
 - With donors and the communities
- Lead Fund Raising

5. Manage Finances

- Balance income with expenditures
- Be accountable for financial operations

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 original Statement of Faith of the Evangelical Free Church of America (as spelled out in the camp Articles of Incorporation)

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