



Mission Statement:

Our mission is to introduce people to Jesus Christ and encourage Christian growth through wholesome programs and quality facilities in a wooded setting.

Executive Director

ACCOUNTABILITY: The “Executive Director” is accountable to the Woodcrest Board of Directors.

POSITION SUMMARY:

Reporting to the Board of Directors, the Executive Director will provide overall management, vision, and leadership for Woodcrest Retreat. The Director will develop a vision and strategic plan that includes a focus on quality, exceptional hospitality and service to our guests, and a safe environment for guests and staff.

QUALIFICATIONS:

1. Be in agreement with and committed to the Woodcrest Retreat Mission Statement.
2. Be in agreement with the philosophy and goals as set forth by the Board of Directors.
3. Be sensitive to the needs of the constituents, staff and guests.
4. Possess basic skills in personnel, public relations, administration and finances.
5. Exhibits a sincere love for the Lord Jesus Christ and a desire to see guests and staff come to know and grow in Him.
6. Has a general knowledge of the ministry of Woodcrest Retreat.
7. Is flexible and able to work with guests and staff members.
8. Possesses the skills to supervise employees, manage projects, and coordinate guest services.
9. Possesses a working knowledge of software applications used at Woodcrest Retreat.
10. Has the ability to implement new programs, adjust existing programs and enact other changes as directed by the Board of Directors.

11. The Executive Director shall maintain a visionary focus on the development, growth and improvement of Woodcrest Retreat.
12. The Director should be active in church and growing in faith with an understanding and appreciation for Anabaptist and nonresistance theology.
13. Woodcrest Retreat is a large acreage and a high degree of energy and mobility is expected of its Director in order to meet the operational and public relations need of the camp.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Public Relations
 - a. Help the camp to attain high visibility in church and secular communities
 - b. Solicit Funds among existing and potential donors.
 - c. Develop marketing strategies.
 - d. Monitor/maintain and publicize Woodcrest's quality programs.
 - e. Be available to speak and represent the camp at all programs, ceremonies and special events.
 - f. Become involved and known in the local community.
 - g. Write and edit Newsletters.
 - h. Write and edit News releases.
2. Personnel
 - a. Determine staffing needs.
 - b. Recruit, hire, train, and evaluate staff.
 - c. Monitor and manage staff performance; coach and discipline as necessary.
 - d. Conduct regular staff meetings.
 - e. Provide opportunities for staff development as well as spiritual and personal growth.
 - f. Maintain accessibility for assisting, teaching and counselling all staff.
3. Facilities
 - a. Monitor use of facilities.
 - b. Develop long-range plan with board and staff. Keep long-range plan updated.
 - c. Maintain conservation approach and stewardship of grounds.
4. Business
 - a. Shall be accountable to the Board for all financial affairs.
 - b. Prepare annual and capital improvement budgets.
 - c. Monitor financial operations; bookkeeping, cash flow, sign checks, etc.
 - d. Maintain all federal, state and local standards and file reports as required.
 - e. Maintain adequate insurance and handle all issues pertaining to real estate.
 - f. Prepare Board meeting agendas in cooperation with Board president.
 - g. Give oversight to policy.

COMPENSATION:

The Executive Director is a year-round position that includes comprehensive benefits.