



Delaware Valley Christian Camp

CAMP MANATAWNY EXECUTIVE DIRECTOR

Founded in 1967, the mission of Camp Manatawny is to provide life changing activities, events, and facilities for Christian and secular groups.

We complete our mission by hosting:

- Christian camp week long summer sessions for children and teens.
- Spiritually focused retreats and service based seminars or retreats.
- Facilities rentals for profit / non-profit groups.

Revenues: ~\$600k annually.

For more information about our organization, please visit www.manatawny.org

POSITION

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for DVCC's staff, programs, expansion, and execution of its mission. S/he will oversee and implement core programs, operations, and business plans.

RESPONSIBILITIES

Leadership & Management: 25%

- Liaison to the Camp Community; Be on site to be the Camp Representative and to work effectively in collaboration with diverse groups of people.
- Support the Board of Directors: attend meetings as requested, seek and build board involvement with strategic direction for both ongoing local operations as well as for potential expansion. Report to the executive committee.
- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, and other constituents.
- Complete and/or update job descriptions for all staff including written annual reviews, salary increase and/or bonus, and annual staff and team goals.
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend resources needed to achieve the strategic goals.
- Actively engage and energize DVCC volunteers, board members, event committees, alumni, partnering organizations, and donors.

Fundraising & Communications: 25%

- Lead strategic fund raising campaigns by cultivating planned gifts, endowments, and individual donors.
- Expand local revenue generating and fundraising activities to support existing program operations.
- Develop and deliver communications, which includes web presence, social media, newsletters, printed media and executive summaries.
- Create and present annual presentations about camp programs to recruit volunteers, donors, and campers.
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program.

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Finances, Programs, & New Business: 20%

- Provide budget input to the Finance committee.
- Control all aspects of Camp operational spending.
- Manage all Camp legal, governmental, and organizational matters.
- Negotiate and sign all contracts, agreements, notes and other legal documents covering supplies, services and other operational needs according the budget. Sign/approve all operational invoices
- Handle all Camp fiscal requirements, applications, audits, inspections, etc..

Programs: 20%

- Work with the Programs Committee to plan and set procedures for all programs and Camp-sponsored events.
- Plan the Camp calendar and schedule all Camp-sponsored events.
- Oversee all Summer Program and Camp Event Directors.

Other responsibilities as assigned: 10%

QUALIFICATIONS

The ED will be thoroughly committed to DVCC’s mission. All candidates should have proven leadership, coaching, and relationship management experience. Desired experience and other qualifications include:

- Advanced degree, with at least 4 years of senior management experience; track record of effectively leading a non-profit or for profit organization.
- Excellence in organizational management with the ability to coach staff, manage volunteers, and recruit staff for large rental groups.
- Past success working with a Board of Directors.
- Strong marketing, public relations, and fundraising experience.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Work with passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Given the history of Camp Manatawny and the constituents served, the applicants for the Executive Director role should be an active member of a Church of Christ.

All questions regarding this job description and the posting process should be directed to EDSearch@manatawny.org

Link to Application: <https://www.manatawny.org/jobs>