

“We are currently seeking candidates for the role of Executive Director for Covenant Hills Camp & Retreat. The camp operates year-round and exists to impact lives for Christ, provide hope and renewal, and create lifetime memories.”

Job Description:

The Executive Director works in support of the mission of Covenant Hills Camp & Retreat and is responsible for all aspects involving the facilities, grounds, programming, staff and resources.

The position serves under the authority of the East Michigan Conference Superintendent and CHC Board of Directors.

- Lead by example, foster, and ensure a Christ-centered organizational culture for all staff, volunteers, and guests.
- Expand and develop the role of engagement for the CHC Board of Directors.
- Work with the CHC Board of Directors and staff to establish a long-range plan for the camp including – identification of strategic opportunities, articulation of vision for ministry, staffing of ministry, maintenance and development of facilities and grounds, resourcing of ministry, elimination of financial debt.
- Oversee development and execution of capital campaigns to maintain, renovate, or develop all facilities and grounds, and to fund ministry programs and initiatives.
- Serve as a public relations spokesperson for the camp to raise the awareness of facilities and programs available.
- Represent the camp at conferences, conventions, and meetings. Cultivate relationships with churches, other ministry groups and denominations, or community organizations.
- Work with the East Michigan Conference Superintendent and CHC Board of Directors to foster connections within the Free Methodist Church USA and beyond.
- Manage the process of recruitment, development, and accountability for staff in order to create a cohesive team environment committed to ministry service. This includes providing annual standards of performance and appraisals, the authority to hire and release staff in line with the established personnel policies.
- Serve as the chief administrator of the organization, delegating responsibilities as needed to staff and collaborating with the CHC Board of Directors.

- Responsible for the financial management and integrity of the camp, including the yearly \$1 million budget development, monitoring financial progress, and reporting to the CHC Board of Directors.
- Oversee work with all government and regulatory agencies to maintain camping and licensing standards, and security.

Required Qualifications:

- Possess a vision and passion for Christian ministry that is in alignment with the purpose statement and resources of the camp.
- Proven organizational leadership and business management skills related to organizational development, planning, budgeting, and execution of plans.
- A strong team leader with good interpersonal and mediation skills.
- Excellent written, verbal, and presentation skills.
- Demonstrated experience in developing and working with a Board of Directors.
- Experience with staff leadership, hiring, realignment, transitioning, and training.
- Ability to delegate authority and empower staff and volunteers to achieve desired outcomes.
- High level of Christian commitment, integrity, and demonstrated spiritual leadership and maturity in both personal and professional relationships.
- Commitment to living a life that is compatible with the Christian faith and the rules and doctrines of the Free Methodist Church – USA as delineated in Chapter 3 of the Book of Discipline with the Free Methodist Church USA.
- Be a member or commit to join a Free Methodist Church in the East Michigan Conference upon selection.

Desirable Qualifications:

- Be an ordained minister in the Wesleyan tradition with a minimum of 10 years' experience in a ministry capacity.
- Experience with and a vision for Christian camping.
- Demonstrated success with fund raising and community building; preferably with capital campaign experience.

Working Conditions:

Work is performed in an office and field environment for day to day operations, with desk work and computer usage to organize and execute development activities. Some activities may be

more physical in nature such as, facilities and grounds maintenance related activities, event set-up requiring standing for long periods, walking, bending, and stooping. Work hours for this role can vary seasonally in relation to events, ministry programs, dinners and relationship building activities at the camp and throughout the region and will involve evenings and weekends.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Email Brad Button, Superintendent at brad@emcfree.org

- Subject Line: CHC Executive Director
- A cover letter characterizing your story, interests, and qualifications for this position.
- A detailed resume in Word Format that demonstrates your experience and accomplishments.
- List of three professional references.

Applications will be reviewed on a rolling basis and interested parties should apply early. We intend on closing this posting and no longer accept applications as of Nov 15, 2020.