



Job Posting – Executive Director

Organization Description:

Covenant Hills Camp & Retreat exists to impact lives for Christ through camp experiences. Since 1978 it has served many guests in various capacities and over time expanded to year-round retreats and family friendly camping open to the public.

The camp is affiliated with the East Michigan Conference of the Free Methodist Church USA and focuses on providing quality summer camps at a low cost for kids regardless of financial ability. It is able to provide its facilities for summer camps and other programming for kids at a low cost because of funds from guest group retreats, the RV park, and partner donations. Covenant Hills has a great reputation with multi-generational connections throughout the region.

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 Conference Superintendent and CHC Board of Directors in harmony with Camp Board bylaws and policies.

- Serve as the chief administrator of the organization, delegating responsibilities as needed to staff and collaborating with the 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.
- 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.
- Present a yearly donor development plan to CHC Board of Directors.
- Oversee development and execution of capital campaigns to maintain, renovate, or develop all facilities and grounds, and to fund ministry programs, initiatives and donor development.
- Serve as a public relations spokesperson for the camp to raise the awareness of facilities and programs available.
- Cultivate relationships with churches, other ministry groups and denominations, or community organizations.
- Work with the 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 and volunteers 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 including organizational personnel records.
- 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.
- Ex-officio member of the CHC Board of Directors.
- Experience in fundraising for a non-profit.
- 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.
- Maintain organizational records.
- 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.
- Committed to a local body of believers.

Working Conditions:

Work is performed in an office and field environment for Executive Director responsibilities, day to day operations, with desk work and computer usage to organize and execute development activities. 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. Housing to be determined at time of compensation agreement.

How to Apply:

Email Dale Woods, Superintendent at Dale@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.
- A Strategic plan for your first 90 days.
- List of three professional references.

Applications will be reviewed on a rolling basis and interested parties should apply early.