MISSION STATEMENT

Massanetta Springs, a Presbyterian camp and conference center, provides a place for discovery and renewal through worship, nurture and fellowship, inviting all to share in the grace and hospitality of Christ.

POSITION

Executive Director

Under the supervision and approval of the Board of Trustees, the Executive Director will serve as Chief Executive Officer of Massanetta Springs Camp and Conference Center. The Executive Director will guide decision-making, implement policies, and interpret the mission of the Center. The Executive Director will be thoroughly committed to the mission of Massanetta Springs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

LEADERSHIP AND MANAGEMENT

- Lead, coach, and retain directors to oversee effective and efficient operations, services, and quality programs
- Provide staff supervision to ensure work meets the center’s strategic plan and standards
- Direct the development of staff (position descriptions, employment, supervision, evaluation, promotions)
- Treat all employees with justice and dignity
- Conduct regular performance reviews
- Address grievances
- Implement appropriate employee disciplinary action up to and including termination

FINANCE AND FUNDRAISING

- Develop the budget and financial guidelines
- Design and maintain a strong annual fund program
- Expand and maintain a sustainable development program
- Facilitate capital campaign initiatives and guide capital improvement strategies to address programmatic and guest needs
PLANNING AND COMMUNICATION

- Communicate regularly with staff, volunteers, funders, and The Board of Trustees
- Deepen and refine strong connection with the local community
- Expand and utilize appropriate communication methods to interpret the mission of Massanetta Springs Camp and Conference Center among all constituent groups within the Synod of the Mid-Atlantic and denominational agencies
- Work with the Massanetta Springs, Inc. Board of Trustees and its committees
- Recommend timelines and resources needed to achieve strategic goals
- Prepare and present an annual report to the Synod Assembly and participate as appropriate with Synod and General Assembly agencies

QUALIFICATIONS

EDUCATION

- Minimum - Bachelor’s Degree

REQUIRED SKILLS AND EXPERIENCE

- Church membership
- Familiarity/experience with not-for-profit organizations and boards
- Demonstrated administrative/management knowledge and experience
- Strong public speaking experience
- General financial management including budget management
- Staff supervision and leadership development
- Fund raising
- Excellent written and oral communication skills
- Capital program planning and completion
- Mission driven strategic planning
- Effective conflict management

PREFERRED SKILLS AND EXPERIENCE

- Non-Profit Leadership Certification or equivalent
- Camp, conference, and hospitality leadership
- Facilities planning
- Oversight of buildings, grounds, and services
- Marketing and public relations development

PERSONAL CHARACTERISTICS

- Integrity and maturity that inspire trust
- Firmness, fairness, and flexibility
- Initiative, energy, and self-confidence
- Appropriate response to challenges, criticism, and conflicting viewpoints
- Centrist theological stance which is open to varying points of view and the values of multi-cultural diversity