

Position Profile

NC UNITED METHODIST CAMP & RETREAT MINISTRIES, INC.

RALEIGH, NC

www.ncumcamps.org

EXECUTIVE DIRECTOR

OVERVIEW

The board of directors of the NC United Methodist Camp & Retreat Ministries (UMCRM) seeks a dynamic and experienced Executive Director to lead a growing camp and retreat ministry that provides transformative life experiences for children, youth, and adults. The new director will provide the leadership necessary to sustain UMCRM's mission and build upon its historical success in providing and promoting Christian camping and outdoor ministries to all ages.

UMCRM seeks to provide opportunities for young people to learn about themselves, their relationship with each other and most importantly, their growing relationship with God. Relationships with self, others, God and God's created world are the content elements of the program. Experience with self, others, curriculum and the environment are the education tools we employ.

The NC United Methodist Camp & Retreat Ministries is a non-profit corporation related by faith to the North Carolina Annual Conference of the United Methodist Church. The corporation was chartered in 1992 to own, operate, and steward three camp and retreat centers in eastern North Carolina –*Don Lee* in Arapahoe; *Rockfish* in Parkton; and *Chestnut Ridge* in Efland. Each offers a unique natural setting and distinctive programs that are experienced by thousands of children and adults through summer camp, year-round school and community programs, and adult and family retreats.

The ministry is governed by a 20-member board of directors that represents a cross section of North Carolina church and community leaders. UMCRM is staffed by approximately 20 dedicated, full time camp professionals and administrative staff (well over 100 seasonal staff during summer camp season) Operations are supported by an annual budget of approximately \$3.7 million, funded through camp and retreat fees, charitable contributions from individuals, local churches, and support from the NC Conference of the United Methodist Church. A fledgling development program has been established in recent years with a new director of development hired to build a healthy annual fund and support the capital funding priorities that are identified and approved for each Camp.

THE LEADERSHIP OPPORTUNITY

The overriding purpose of this ministry is to ensure meaningful, Christ-centered camp and retreat experiences for children, adults, and families. To achieve this objective, the new Executive Director will be expected to help create a shared sense of purpose among board members, staff, and partners in defining the organization's strategic vision while honoring its historical legacy in camping and in its relationship to The United Methodist Church.

As UMCRM seeks new executive leadership, the ministry is blessed with many attributes that will help a new Executive Director in their new role:

- A board of directors committed to building a strong future;
- Talented, creative, and experienced center directors and staff who provide a safe and fulfilling experience for those they serve;
- Growing summer camp and year round programming that provides a stable financial platform upon which to build a new vision;
- A large community of camp alumni, church congregations, and local community supporters from which UMCRM can expand annual and major gift commitments.
- A historical and faithful relationship with the North Carolina Conference of The United Methodist Church.

Following an appropriate transition period, the new Executive Director will be called upon to fulfill the following key responsibilities:

- **Leadership.** Serve as the primary advocate, fundraiser, spokesperson, and administrator. Responsible for developing a philanthropic spirit and unified sense of purpose among all staff, board members, donors, and other partners. Work with board and staff in refining the vision and strategic plan that charts a course for UMCRM's future and then articulate that vision to internal and external constituencies.
- **Program, Financial, and Facility Oversight.** Ensure quality, safe, age appropriate and relevant programs at each camp with a focus on learning / skill development. Improve systems and communication channels that promote effective utilization of facilities, personnel, and financial resources. Oversee human resources, finances, and facilities through guidance and development of a strong management team. Support the management team to promote effective planning, oversight, and execution of all activities associated with the ministry.
- **Staff Development:** Responsible for building a culture of teamwork and accountability throughout the organization. Ensure that all human resource processes are executed with quality including policies, payroll, insurance, and compliance issues. Provide opportunities for professional development.

- **Board and Committee Development:** Identify, recruit, train, retain, and reward board members and volunteers. Ensure a quality process for building the local advisory boards. Maintain regular communications with the board of directors and provide them with the necessary support, counsel and information necessary for effective board governance.
- **Marketing, Communications, and Public Relations.** Work to build a strong sense of unity under the UMCRM brand to ensure the ability to leverage financial, programmatic, and fundraising opportunities available to the ministry. Maintain open dialogue with staff, donors, church leaders, camp alumni, local supporters, and other key partners on issues important to UMCRM's future.
- **Resource Development.** Cultivate and motivate board members, donors, church leaders, and other partners in such a way that inspires them to support a new and exciting future for UMCRM. This includes expanding the breadth and depth of relationships and true partnerships that will lead to sustainable funding streams and significant philanthropic investments in UMCRM's future.

ATTRIBUTES OF OUR NEW LEADER

The new leader must demonstrate a firm commitment to the mission and values of the NC United Methodist Camp & Retreat Ministries. In addition, he/she should possess a variety of attributes, including:

- The expertise and resolve needed to maximize human and financial resources for the benefit of the ministry while safeguarding the children, youth, and adults who participate in its programs.
- Significant experience with camping and retreat programs that effectively prepare him/her for the leadership opportunity presented.
- A minimum of a bachelor's degree from an accredited college/university.
- Integrity, consistency, and sound judgment in decision-making.
- The ability to build and maintain relationships and foster a spirit of collaboration
- Demonstrated success in increasing revenues and philanthropic investments (experience in successful capital campaigns preferred).
- The ability to inspire others through effective written, verbal, and interpersonal skills. Strong computer skills are desirable.
- Effectiveness at managing, motivating staff while also holding them accountable.
- A willingness to listen and respond respectfully to questions and concerns.
- Understanding and appreciation for the connectional ministry of The United Methodist Church.

APPLICATION PROCESS

To apply, email a cover letter, resume, references, and salary requirements to:
umcrm@amapag.com. Or mail to: UMCRM Transition Committee, c/o Armstrong McGuire & Associates, LLC, P.O. Box 6485, Raleigh, NC 27628.

NC United Methodist Camp & Retreat Ministries, Inc. is an Equal Opportunity Employer.