

# Miracle Camp & Retreat Center

## Executive Director / President



Miracle Camp  
& Retreat Center

*Job Descriptions exist in writing to provide annual tangible outcomes and broad lanes of responsibility, allowing for clarity of goals and tasks for all MCRC team members. Employees are encouraged to regularly reference their written Job Description to remain on task throughout the year. Any questions about roles and responsibilities can be directed to your Direct Report.*

**Reports to:** Board of Trustees

**Direct Reports:** Operations Lead, Ministry Lead

**Key Relationships:** Board of Trustees, lead staff, key donors, and FEC Ministries leadership.

**Salary:** Commensurate with education and experience

**Classification:** FEC Credentialed, Full-Time, Salaried, Leadership Team

### Overview:

The Bible states in 1 Peter 2:5-9 that all believers are a holy priesthood chosen for a purpose: to offer up spiritual sacrifices (also see Hebrews 13:15-16), and to proclaim the praises of Him who called us (also see 1 Peter 4:1-11; Isaiah 43:7). Accordingly, by both life (1 Peter 2:5; Titus 2:11-14; Ephesians 2:10) and by word (1 Peter 2:9; 3:15; Psalm 100:2-3), our purpose is to worship and serve God. We do this by offering ourselves as living sacrifices (also see Romans 12:1-2) to God through the work He has entrusted us to do because our bodies are the temple of the Holy Spirit (1 Corinthians 6:19-20).

Therefore, every professing Christian represents Jesus Christ and is a minister of the Gospel, regardless of occupation or job title. Scripture has made clear that everything we do matters to God (1 Samuel 12:24; John 17:4) and that He wants us to use our lives to minister to others and bring glory to Jesus. Whether cleaning cottages, repairing vehicles, cooking food, answering phones, working with guest groups or teaching Bible studies, all Christians are Christ's ministers. Romans 12 states that we, as Christ's body, are to use our God-given gifts/talents as one unified team, knowing that we are all gifted with diverse abilities, and we are to use them to minister to others wholeheartedly.

With that as the foundation of Miracle Camp and Retreat Center (MCRC), the Executive Director will work to ensure the highest quality experience for our guests.

### Position Summary:

The Executive Director position is responsible for overall leadership and management of Miracle Camp and Retreat Center (MCRC). In concert with the Board of Trustees (Board), he or she will cast vision and subsequently lead the Leadership Teams to carry out the mission and initiatives, as well as develop strategic relationships with donors and others who will help further the ministry. Job-holder also serves as the primary spokesperson and promoter of MCRC to various constituencies, including churches, individuals, local organizations, governmental units, etc. The Executive Director also serves as President of the organization and works closely with the Board to plan and ensure a successful future for MCRC.

### Desired Profile:

- Be a professing Christian who demonstrates growth as a disciple of Jesus Christ, in part through consistent involvement in a local church and regular study of God's Word.
- Eager to embrace your God-designed role as a minister of the Gospel.
- Willing and able to represent Fellowship of Evangelical Churches (FEC) & MCRC
- Willing and able to participate in and/or lead a Bible study/devotional
- Eager to be equipped to share the Gospel with any guest who needs to know the truth of salvation.
- Eager to participate in required ministry equipping sessions.
- Agree with and sign MCRC's Ministry Expectations.
- Willingness to abide by the policies for MCRC's staff.
- Be a self-starter, professional, energetic, detailed, ambitious and committed to the growth and development of MCRC.
- Have experience in and a heart for Christian hospitality.
- Be flexible and aware that MCRC's scheduled activities may be interrupted due to the needs of our guests.
- Have a servant's heart with a desire to part of a team ministry.
- Be willing to work days, evenings, and weekends to meet the needs of the ministry organization and our guests.

### Job Responsibilities:

- **30% - Vision-Casting and Leadership**
  - Responsible for the overall leadership, management and care of MCRC.
  - Leads the Leadership Team; those who manage the staff responsible for carrying out the operations of the ministry.
  - Casts vision, along with Leadership Team and the Board of Trustees, to plan for the future of the ministry.

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- Develops and fosters a unified, cohesive team attitude among the staff and serves as a coach for day-to-day operations and decisions.
  - Hiring, evaluation, promotion, discipline, and discharge of all full-time staff.
  - Regularly reports progress to the board toward critical achievements and financial status.
  - Creates, develops, and upholds all necessary operational policies and procedures.
  - Continually monitors the quality, attendance levels, costs, effectiveness, and other key metrics related to the health of the organization.
  - Works with the Board of Trustees to develop, update and track key performance metrics related to MCRC activities and operations.
  - Responsible for the systems and policies that govern day-to-day operations.
- **30% - Financial Management**
    - Develops and manages the annual ministry budget.
    - Works with Administrative Team to oversee day-to-day finances and ensure fiscal management and integrity.
    - Accountable for overall financial performance (bottom line) of the ministry.
  - **30% - Church Partnerships and Donor Development**
    - Plans and oversees annual fund-raising strategies and initiatives.
    - Develops relationships with key existing and potential donors and constituents.
    - Develops relationships with influential leaders in churches and communities.
    - Develops and executes fund-raising campaigns in alignment with the organizational vision, mission, and multi-year plans.
  - **10% - Miscellaneous/Other**
    - Reacting to various operational situations, relationship-building opportunities, and other duties and activities required to ensure that MCRC operates smoothly and effectively in accordance with the ministry purpose of the organization.

**Work time** is arranged by Direct Reports in the Office Team Calendar, where schedule requests, vacation time and other sick and personal time are recorded as used and allotted per the Employee Handbook. The camp “average” work week can vary throughout the year, with a given range of 37-60 weekly hours, but should yearly average 45 hours per week. Please communicate with your Direct Report regularly as to the progress on your job description as well as any challenges staying within the work time expectations. If you have special needs we should be aware of to help you succeed; please notify your Direct Report.

### Other Requirements

- **Living - Housing not available onsite**
- Travel requirements -- Between 15-25% of working time
- Work schedule -- Varies according to need; weekend work may be required with compensating mid-week days off.
- Must be able to lift up to 35lbs and occasionally 35-70lbs with assistance.
- Must be able to push, bend, and twist.
- Must be available to be contacted by mobile device in case of need or emergency.

Initial: \_\_\_\_\_

### Qualifications: Background and Experience Required for This Position --

- Beneficial spiritual gifts: Administration, leadership, teaching.
- Education: Bachelor degree, or higher, in related field (ministry and/or business preferred).
- Experience: Five (5) or more years of related experience preferred.
- Knowledge: strong financial management abilities, demonstrated ability in strategic planning.
- Demonstrated ability to lead a team to accomplish a project or a set of goals.
- Must have strong interpersonal skills and be good at meeting one-on-one with potential donors.
- Must live a Christian life that is in agreement with the statement of faith of the Fellowship of Evangelical Churches.
- Is a person who is flexible to the ever-changing demands of a Christian camp and retreat center environment.

I understand and agree to the qualifications, responsibilities, requirements, processes and expectations listed above:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This job description generally describes the duties, activities, responsibilities, and qualifications of employees assigned to this position; however, it can and should not be viewed as an exhaustive description of the functions and requirements of the position, which may change over time as business need and circumstances necessitate.*