

## Job Description

**Position Title:** Executive Director

**Organization:** Countryside Camp and Conference Centre Association

**Location:** Cambridge, Ontario, Canada

**Overview:** The Executive Director is the visionary leader responsible for implementing the overall management and strategic direction of Countryside Camp and Conference Centre (“CCCC”). This Christian-based organization focuses on providing transformative experiences through its three key result areas: (i) Camp Shalom summer camp ministry (ii) rental ministry, and (iii) fundraising. The Executive Director (MD) reports directly to the Board of Directors and works closely with the Operations Director, staff, and other volunteer committees to ensure effective financial management, program deliverables, operational efficiency, facility development projects, and corporate and regulatory compliance. The Executive Director will embody and cast the brand and vision of CCCC and its evangelical mission.

### **Key Responsibilities:**

#### **1. Strategic Leadership:**

- Working with the Board and the Board Executive, develop and implement long-term strategic plans in alignment with the organization's mission, vision, and values.
- Provide visionary leadership to inspire all staff, volunteers, donors, and stakeholders towards achieving organizational goals.
- Provide direct mentorship, coaching, and supervision of a number of key direct-report team members.
- Foster a culture of innovation, collaboration, and excellence across all programs and services.

#### **2. Camp Shalom Summer Ministry: (Operations Director/Summer Camp Director)**

- Provide strategic direction and oversight for the Camp Shalom summer camp ministry, ensuring the delivery of high-quality, safe, and enriching experiences for campers.
- Provide visible presence, leadership and collaborate with program staff to develop and deploy innovative camp programs that promote spiritual growth, character development, and community building.
- Recruit, train, and supervise seasonal staff and volunteers to ensure the successful implementation of camp activities.

#### **3. Rental Ministry:**

- Oversee the rental ministry program, including the rental of facilities for retreats, conferences, and events.

- Working with the Board-developed strategic plan, develop and implement strategic marketing plans to promote and increase rental opportunities and increase revenue generation.
- Ensure the highest standards of customer service and facility maintenance to meet the needs of rental clients.

#### 4. **Fundraising:**

- Lead fundraising efforts to secure financial support through gifts and donations, grants, sponsorships, and fundraising events.
- Cultivate relationships with major donors, foundations, corporations, and community partners to maximize philanthropic contributions.
- Develop and execute comprehensive fundraising campaigns and initiatives to sustain and grow the organization's financial resources.

#### 5. **Financial Management:**

- Work closely with the Board Executive and the Operations Director to develop and manage the organization's annual budget and financial plans.
- Monitor financial performance and oversee budgetary compliance to ensure fiscal responsibility and sustainability.
- Identify opportunities for revenue diversification and cost-saving measures to maximize operational efficiency.

#### 6. **Marketing:**

- **Brand Alignment:** Ensure all marketing efforts reflect the organization's values and mission.
- **Strategic Planning:** Develop and execute marketing strategies aligned with organizational goals.
- **Content Creation:** Working with staff, produce compelling content to showcase the organization's impact and engage stakeholders.
- **Digital Marketing:** Working with staff, utilize online channels effectively to reach target audiences.
- **Fundraising & Donor Communication:** Develop campaigns to engage donors and sponsors.
- **Community Engagement:** Foster connections with local communities and stakeholders.

#### 7. **Communications:**

- Public & Media Relations: Cultivate positive relationships with media outlets and represent the organization professionally.
- Donor Communication: Maintain regular communication with donors to foster relationships and gratitude.
- Team Communication: Provide clear communication to internal teams regarding strategies and goals.
- Crisis Communication: Develop protocols for managing crises and maintaining transparency with stakeholders.

#### **8. Stakeholder Engagement:**

- Serve as the primary spokesperson for the organization, representing its mission and values to external audiences through effective communication and public relations efforts.
- Cultivate strong relationships with stakeholders, including the Board of Directors, staff, volunteers, donors, campers, churches, parents, rental groups, and community members.
- Participate in relevant industry conferences, networking events, and professional development opportunities to stay informed of best practices and emerging trends.

#### **9. Corporate Compliance:**

- Ensure compliance with all relevant regulatory requirements, including charitable registration, tax laws, health and safety standards, and other legal obligations.
- Work closely with the Operations Director to maintain accurate records, prepare reports, and submit necessary filings to regulatory agencies and governing bodies.
- Develop and implement policies and procedures to safeguard the organization's clients, assets and to minimize risk.

#### **Qualifications:**

- Demonstrated Christian faith and values, committed membership in a Christ-centered church, and a passion for serving others through ministry and outreach.
- Bachelor's degree in a related field (such as non-profit management, business administration, or theology), and a continuous-learning posture;
- 7-10 years of senior leadership experience in a not-for-profit organization, preferably within the Christian camping or in a para-church organization or ministry sector.

- Strong understanding of fundraising principles and proven track record in securing financial support from diverse funding sources.
- Excellent interpersonal skills with the ability to build and maintain relationships with stakeholders at all levels.
- Strategic thinker with the ability to translate vision into actionable plans and achieve measurable results.
- Sound financial acumen and experience in budget development, financial analysis, and reporting.
- Effective communicator with exceptional written and verbal communication skills.
- Ability to work collaboratively in a team-oriented environment and lead by example with integrity, humility, and grace.