



# Redberry Bible Camp

## Job Description - Executive Director

### **The role of Executive Director incorporates the following:**

The primary responsibility of the Executive Director is to give overall spiritual leadership & logistical management for Redberry Bible Camp facilities, programs, and personnel.

The Executive Director reports directly to the Redberry Board of Directors..

Redberry Bible Camp is a Christian ministry affiliated with the Saskatchewan Mennonite Brethren denomination. The Executive Director will be credentialed by the SKMB Conference.

The Executive Director must conduct him/herself in accordance with the ministry's values and mission statement.

### **Code of Conduct**

As a Christian organization within the Mennonite Brethren Church of Canada, we ask that all our employees adhere to a code of conduct:

- As a staff member within the MB Conference the Executive Director agrees to and will work to adhere to the Mennonite Brethren Confession of Faith.
- The Executive Director is expected to be member and participate in a local Mennonite Brethren church when camp work schedule does not conflict.
- In relationship with others the Executive Director is expected to speak the truth in love and resolve conflict in a timely manner in an effort to strengthen unity.
- The Bible is acknowledged as the final authority in matters of faith and direction in our lives. Scripture teaches in general and specifically how Christians should live.
- We live in a world that may reject much of the scriptural teachings and directives of the Christian faith. At Redberry it is not our mandate to expect others to live as we do, but rather to love all. Through love we can introduce others to the grace and salvation of Jesus Christ.

### **Job Description**

#### ***Leadership:***

- Participate with the Board of Directors in implementing and/or developing vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Act as an advisor to the Board of Directors on all aspects of the organization's activities.
- Act as a spokesperson for the organization in collaboration with the Board.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.

#### ***Operational planning and management***

- Draft policies where needed, for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on a regular basis and recommend changes to the Board as appropriate.
- Ensure that personnel, camper, donor and volunteer files are securely stored and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.

**Program planning and management**

- Ensure that the programs and services offered by the camp contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services of the camp to maintain or improve quality.
- Oversee the planning, implementation, execution and evaluation of camp program and special projects.

**Human resources management**

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff.
- Recruit, interview and select staff that have the right technical and personal abilities to help further the camp's mission.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach, mentor, and discipline staff as appropriate to improve performance and encourage discipleship.

**Financial management**

- Work with staff and the Board (Executive Committee) to prepare a comprehensive budget.
- Work with the Board to secure adequate funding for the operation of the organization.
- Research funding sources, oversee the development of fund raising plans to increase the funds of the organization.
- Lead, implement and oversee all fundraising activities.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.

**Constituency relations/promotion**

- Communicate with stakeholders/constituency to keep them informed of the work of the camp and to identify changes in the community served by the camp.
- Establish good working relationships and collaborative arrangements with churches, community groups, donors, and other organizations to help achieve the goals of the organization.
- Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization.
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts.
- Build relationships with church and community stakeholders to advance the mission and fundraising goals of the camp.
- Maintain and oversee the camps online presence

**Risk management**

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.

**Roles/Tasks**

- Strive to ensure that all staff are engaged in roles that both push the organization towards success in its mission, while at the same time fulfills the skills and passions of the individual.

## **Qualifications**

### ***Education/Experience***

- BA preferred or Post-Secondary education relevant to the position, or
- 5 or more years of progressive management experience in a similar sector, church or ministry.

### ***Knowledge, skills and abilities***

- General knowledge of the Bible
- Knowledge of leadership and management principles as they relate to non-profit & voluntary organizations.
- Responsible for oversight of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
- Knowledge of financial management.
- Knowledge of project management.
- Proficiency in the use of computers for: word processing, email, internet and financial management.

### ***Personal characteristics***

- Be a disciple, investing in worship and developing as a lifelong student of Jesus.
- Adaptability: Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Build Relationships: Establish and maintain positive working relationships with others.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

## **Credentialing Process**

The successful applicant must be credentialed by the Saskatchewan Conference of MB Churches. Credentialing involves the completion of a ministry questionnaire, some reading, an interview and attendance at a three day credentialing orientation.