

Mission Presbytery Executive Director John Knox Ranch

Purpose: To demonstrate deep faith as a disciple of Jesus Christ, love for the Gospel and the Church and to communicate the mission and vision of John Knox Ranch (JKR). The Executive Director provides leadership, vision, and direction for all JKR Programs, fostering trust, building relationships and joining with JKR visitors in the creative and new work of the Spirit. The Executive Director has the unique skill set needed to manage the varied and multifaceted demands of Camp and Conference Ministry and is the champion of JKR and its mission: **to foster Christian community in the beauty God's creation.**

Status: This position is an exempt, full-time, salaried position assigned to salary grade 6 with an annual salary range of \$54,034 to \$108,068 and is eligible for all BOP benefits with some cost sharing. The position reports to the General Presbyter of Mission Presbytery (MP) and works with the JKR Steering Committee.

Essential Functions and Responsibilities:

1. **Strategic Planning and Leadership** – Provides vision and leadership for JKR, attending to its life and spiritual health. Develops, implements, monitors and adjusts long term strategic plans. Interprets the JKR mission to the Presbytery, churches and both current and potential facility user groups. Plans year-round camp, conference and retreat programs determining goals and objectives. Reviews and evaluates programs held at or sponsored by JKR ensuring continuous improvement of processes and procedures to support the needs of the ranch as it continually changes to meet the challenges of our changing culture. Leads JKR toward financial health through the development of new sources of funding.
2. **Public Relations, Marketing, Networking** – Develops and nurtures collegial and collaborative relationships with Presbytery leaders, JKR Alumni, and the camping communities and networks. Continuously represents and promotes JKR to the public, MP community and professional camping communities, soliciting and raising funds to further the success of JKR. Work to ensure good public relations with the MP, local churches, user groups and neighbors.
3. **Budget and Fiscal Oversight** – Prepares the annual budget for JKR. Directs the use of budgeted funds ensuring fiduciary responsibilities are recognized and followed. Works closely with JKR Board of Directors (Steering Committee), the General Presbyter, and Stewardship and Fiscal Oversight to manage the budget and JKR resources.
4. **Land Management** – Oversees maintenance and upkeep of the camp facilities, buildings, grounds and related assets. Develops appropriate policies and procedures to conserve the land while using it to further the mission of JKR.
5. **Communications** – Practices and encourages transparent communication with JKR staff and MP. Advocates, supports, and interprets the work of JKR through personal engagement with MP congregations, alumni and leaders. In coordination with JKR Board of Directors (Steering Committee), Stewardship/Fiscal Oversight encourages congregational giving to JKR.
6. **Staffing** – Is the Head of Staff for JKR. Employs, trains, and supervises staff as needed for the effective operations of the facilities and the execution of goals. Is responsible for the completion of staff annual reviews. Directs the management of JKR staff ensuring all practices are in accordance with the Manual of Operations and Book of Order. Addresses all staffing challenges and conflicts deliberately and respectfully, maintaining a non-anxious presence.

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Preferred Qualifications and Characteristics: To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the type of knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires a servant attitude for the cause of Christ; desire to work for the advancement of the shelter, nurture, spiritual fellowship, study and worship of the covenant community of the disciples of Christ.
- Requires a Bachelor's Degree or higher, a minimum of five years experience as a director or leader in a non-profit organization, handling staffing and financial issues.
- Requires five to ten years of experience in the out-of-doors as a place for encountering and enjoying God's good creation, preferably in a summer camp environment.
- Demonstrates strong personal commitments to camp and conference ministry as an extension of local church and Presbytery.
- Demonstrates knowledge of PC(USA) constitution, theology, history and polity.
- Demonstrates ability to fund raise, market and solicit funds for JKR.
- Demonstrates an ability to nurture, grow, and encourage participation in the JKR alumni group.
- Demonstrates ability to lead and encourage with a team approach to ministry and staffing and an ability to work collegially and pastorally with all people.
- Demonstrates ability to communicate in a gracious manner, protecting confidentialities and building relationships especially with young people.
- Demonstrates ability to work with a computer (and a wide range of software products), manage website (or oversee management), connect on social media, and envision a relevant digital presence for JKR
- Demonstrates ability to manage multiple projects, completing on time and within budget.
- Demonstrates ability to travel overnight on a more than occasional basis, up to 20% of the time.
- Demonstrates ability to pass all Presbytery background screening requirements.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to find, handle, or feel and talk or hear. The employee is regularly required to walk and reach with hands and arms; occasionally required to stand, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision and color vision.

While performing the duties of this job the employee is occasionally exposed to fumes or airborne particles. Additionally, there is an occasional travel requirement that may require overnight stays. The noise level in the work environment is both moderate, as in a typical office environment and loud as in the out of doors camping environment.