



Ohio Conference United Church of Christ Job Description Outdoor Ministries Executive Director

Reports to: Conference Minister

Job Summary

Working collaboratively with multiple teams of persons, the Executive Director of Outdoor Ministries provides senior level leadership for the work of Outdoor Ministries of the Ohio Conference United Church of Christ, to the end that the mission of Outdoor Ministries (OM) – faith formation and leadership development on behalf of local congregations – is fulfilled. This position will entail guiding the organization through organizational and cultural change.

Duties & Essential Job Functions

- Vision
 - Intentionally and actively promote vision for Outdoor Ministries for the Ohio Conference, evangelistically enlisting others into sharing that vision
 - With Division for Outdoor Ministries (DOM), lead in defining and implementing long range, strategic goals for ministry
- Personnel
 - Work with DOM to define positions
 - Lead staff team in building new organizational environment of spirituality with a culture of execution.
 - Recruit, hire, train and supervise OM staff, including administrative (OM office) staff and site Directors, in accordance with Ohio Conference United Church of Christ (OCUCC) policies and guidelines
 - Provide for effective evaluation and ongoing development of staff, including developing systems of evaluation to be utilized at all levels of OM
 - Develop and lead OM staff team
 - Terminate personnel as necessary, in accordance with OCUCC policies and guidelines
 - Provide for effective volunteer development, including recruitment, training, deployment, and recognition
- General Administration
 - Responsibility for general oversight of financial system (all revenue and expense) to meet DOM financial goals
 - Develop effective feedback systems, to include program participants, congregations, OCUCC leaders
 - Provide direct oversight for OM administrative services, including data management, registration and reservation systems, and customer service

- Program and Marketing
 - Lead in developing program that achieves of missional goals of Outdoor Ministry
 - Provide general oversight for development and implementation of a strategic marketing plans
- Site and Facilities
 - Provide general oversight for maintenance of site, facilities, and equipment
 - Responsible for development of major maintenance program
 - Provide general oversight for capital improvements
- Development
 - Provide leadership in fund development, including grant writing and capital campaigns
- Working relationships
 - Maintain supportive relationships with Ohio Conference UCC Congregations to the end that Outdoor Ministries programs enable congregations to meet ministry goals
 - Work with DOM to develop, set and implement OM policies
 - Work with Ohio Conference Board of Directors to develop the DOM as an effective governance organization

Qualifications, Experience and Skills

- Educational minimum: B.S./B.A
- Ordination not required, but candidate must be a person of faith familiar with ecclesiastical structures and comfortable with United Church of Christ polity and theology
- At least five years administrative experience in a camp or retreat center, or similar nonprofit setting
- Demonstrated proficiency in business operations
- Demonstrated ability to inspire others, and enlist support in realization of Outdoor Ministries
- Demonstrated ability to lead cultural change and growth in an organization, including setting strategic goals and executing plans to achieve them
- Demonstrated ability to supervise personnel, develop and sustain teams of staff and volunteers
- Demonstrated ability to provide effective leadership for a governance group (Board)
- Training / experience in financial and data management
- Training / experience in program development and implementation
- Training / experience in site and facility management

Salary and Benefits

- \$60,000 salary (includes housing allowance for clergy). Full time. Exempt.
- Full benefits (pension, health, dental, vision, life, disability, business mileage reimbursement – does not include housing)

Contact

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