

Wilderness Trek Christian Camp, Inc.

Job Description

JOB TITLE: EXECUTIVE DIRECTOR

LOCATION: HOME-BASED

DATE REVISED: 5/23/2009

Reporting Relationships

The Executive Director reports to the Wilderness Trek Christian Camp, Inc. (WTCC) Board of Trustees. The Executive Director is a salaried employee of WTCC and operates under the authority of the WTCC Board of Trustees. WTCC is a 501c3 (non-profit) organization, incorporated in the State of Texas.

Job Summary

Wilderness Trek Christian Camp exists so that lives are transformed and hearts are pierced by God's presence and power as experienced in the grandeur of His creation, at a reasonable cost that evidences good stewardship. The Executive Director is responsible for executing this mission in alignment with Christian principles and governance policies established by the Board of Trustees. The Executive Director reports on adherence to these policies. Responsible for fundraising and organization of fundraising events. Manages relationships with outfitters, youth coordinators, donors, etc. Provides direction to employees and volunteer staff. Identifies opportunities for process improvement, and creates and maintains budget.

Duties and Responsibilities

1. A baptized believer and has a personal relationship with Jesus Christ. Is a consistent witness for Jesus Christ, maintains a courteous, Christ-like attitude in dealing with people within and outside of WTCC, and faithfully upholds WTCC's ministry in prayer.
2. Passion and love for young people, the outdoors and the mission of Trek.
3. Develops fundraising strategies and implements successful fundraising activities.
4. Develops and implements a marketing plan and recruits groups and individuals for participation in WTCC programs. Responsible for all booking activities and fee collection.
5. Oversees timely communication (including phone calls, letters, e-mails) with WTCC stakeholders, donors, youth coordinators, and participants. Always represents WTCC in a professional manner.

6. Provides direct supervision to WTCC employees and volunteers.
7. Develops and maintains employee/volunteer handbooks and policy manuals.
8. Manages relationship with Outfitter and other contractors.
9. Develop, produce, revise and distribute WTCC documents and promotional materials, T-shirts, journals, etc.
10. Provides timely reports to WTCC Board on operational activities and adherence to WTCC policies.
11. Development and administration of budget.

Knowledge, Skills and Abilities Required

1. College degree preferred or equivalent experience.
2. Must have at least five years successful management experience.
3. Excellent leadership abilities. Inspirational and highly emotionally intelligent leader.
4. Ability to work independently. Discipline to work from home.
5. Proven fundraising experience. Ability to thoroughly understand service and communication activities, functions and strategies and their relationship to fundraising and building a loyal donor base.
6. Sound business judgment and decision making ability.
7. Excellent organizational skills. A comprehensive knowledge and understanding of process development.
8. Proven expertise using personal computers and Microsoft Office software.
9. Strong knowledge of project management, strategic planning and marketing.
10. Excellent knowledge and understanding of statistical measurements, trending and analysis. Experience with spreadsheets and database systems.

Working Conditions

The above statements are intended to describe the essential functions of this job. It may be necessary for a person to perform other tasks as needed. This job also requires extensive travel throughout the year.

Please forward resume (must be received by June 23, 2009) to:

***Richard Van Eaton
vaneaton@mac.com***

OR

***WTCC Board
c/o Richard Van Eaton
11151 Spotswood Terrace
Falcon, CO 80831***