

# **Executive Director**

## **Crestfield Camp and Conference Center**

### **Who We Are**

*Christ-centered, Crestfield Camp and Conference Center is called to provide a sacred space to facilitate exploration and encounter with God's hospitality, God's creation, and the formative power of Jesus through energy, imagination, intelligence, and love.*

Crestfield is a year-round Christian retreat center of the PC(USA) and a ministry partner of Pittsburgh Presbytery. We are an accredited camp offering retreats for children, youth, and adults as well as providing space for individual groups to explore and encounter God within our 226 acres in Slippery Rock, PA.

Celebrating 70+ years of ministry, Crestfield has entered into a new phase of ministry as a 501(c)3 organization, striving to be a regional center for retreat and exploration rooted in the Christian faith. While many of our retreat groups and campers come from churches in the Pittsburgh area, we continue to expand into Northwestern PA. From our indoor climbing wall, high and low ropes courses, archery field, prayer labyrinth, outdoor chapel, meeting spaces, and Slippery Rock Creek there are countless ways for retreat participants, campers, and groups to explore and encounter God's creation and hospitality. Our lodging ranges from rustic cabins to our newer cottages to Scott Lodge, which is our hotel-style lodging with private bathrooms and two to three beds per room.

With our Board of Directors and a committed staff, Crestfield is on the cusp of the new thing God is doing in our midst. The Executive Director will play a critical role of leading Crestfield into the future.

### **Job Description**

The Executive Director provides vision, leadership, and management as the chief executive of Crestfield Camp and Conference Center. This person is responsible for leading and developing a committed team of staff who are a vital part of Crestfield's ministry. The candidate shall possess a vibrant faith in Jesus Christ, skills in business planning and administration, funds development, nonprofit management, marketing and communications, an understanding of Christian camping ministry, and an ability to develop partnerships with congregations and individuals. In addition, the candidate should support and communicate the mission and vision of Crestfield.

### **Responsibilities**

- 1) Manage a multi-layered, nonprofit camp and conference ministry, serving as head of staff.

- 2) Plan, coordinate, and implement fund development programs in partnership with the Board of Directors.
- 3) Provide spiritual leadership to Crestfield's guests and staff.
- 4) Develop and direct publicity and marketing to promote the use of Crestfield to regional presbyteries, congregations, businesses, schools and other organizations.
- 5) Ensure the development of spiritually enriched programs and hospitality services that can serve and enrich all campers and guests.
- 6) Hire, train, develop and inspire staff.
- 7) Work directly with the Board of Directors to:
  - a. Supervise a comprehensive plan to regularly upgrade and maintain facilities;
  - b. Develop and enact policies related to operations, personnel, and risk management;
  - c. Maintain standards for ongoing accreditation;
  - d. Maintain healthy relationships with other camp and conference centers.

### **Qualifications**

The Executive Director should:

- 1) Profess and display a vibrant faith in Jesus Christ.
- 2) Understand the transformational power of camp and conference ministry.
- 3) Have a desire to learn how to develop and administer church camp and conference facilities.
- 4) Display a desire to learn how to create and implement theologically sound programs.
- 5) Show a willingness to initiate fund development opportunities.
- 6) Be committed to developing ecumenical relationships.
- 7) Be self-motivated and exhibit evidence of effective time management.

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