

**CAMP HANOVER
EXECUTIVE DIRECTOR
POSITION DESCRIPTION**

February 2011

TITLE: EXECUTIVE DIRECTOR

CLASSIFICATION: FULL-TIME

PURPOSE:

The Executive Director of Camp Hanover is the administrator of Camp Hanover including operations, long range planning, budgeting, fund raising, donor development, staff development and supervision.. This position works in cooperation with other staff to fulfill the mission statement of Camp Hanover and the Presbytery of the James.

QUALIFICATIONS

The Executive Director of Camp Hanover shall be a person with training and experience in the Reformed tradition. The Executive Director shall also have training and experience in Christian camp and retreat programs and their administration. He/she shall have experience with marketing and or fundraising/donor development. He/she shall be committed to the Presbyterian Church (USA) and the ecumenical nature of the church. The person shall possess personality traits that enable him/her to work with others and meet the public with ease. Bachelor's degree preferred.

ACCOUNTABILITY

The Executive Director of Camp Hanover is accountable to the General Presbyter and to the Presbytery through the Coordination and Communication Team.

SPECIFIC RESPONSIBILITIES

- Administer the budget, program, and management of Camp Hanover.
- Hire, train, and supervise all permanent staff.
- Manage the physical development of the camp property.
- Interpret and promote the camp and its programs by developing relationships with congregations, individuals, donors, program participants, etc.
- Represent Presbytery in ecumenical and denominational camp and conference planning and negotiations.
- On assignment of the General Presbyter, serve on Presbytery, Synod, and church-wide task forces.
- Staff the Camp Hanover Ministries Board Purpose Group
- Develop and administer a comprehensive marketing plan
- Develop, lead and administer a comprehensive fundraising/donor development plan
- Develop community partnerships to further the mission of Camp Hanover.

REVIEW AND EVALUATION

There shall be an annual performance review conducted by the General Presbyter and the moderator of the Camp Hanover Ministries Board or his/her designee, which will be based upon the position description, and annual work plans. A written review will be shared with the Executive Director of Camp Hanover and the POJ Personnel Committee.

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COMPENSATION:

- Salary
- Housing provided on site
- Meals for person and family (if applicable) when meals are being served by the kitchen staff
- Medical and Pension coverage provided through the Board of Pensions of the Presbyterian Church (USA)
- 4 weeks annual leave
- 2 weeks study leave with compensation
- 3 month sabbatical after 6 years of service
- Mileage reimbursement for use of personal vehicle