



Executive Director, Pilgrim Pines Camp and Conference Center Position Description

Responsible to: Pilgrim Pines Camp Board of Directors

Employment Status: Exempt (Full-time)

Compensation: Salary Range: \$95,000-110,000 (on-site housing may be negotiated; additional benefits available- health insurance, disability and life insurance, and retirement benefits)

General Job Description

This is an opportunity for an innovative and committed leader to be a partner in building a program and staff in a way that ensures long-term financial stability and embodies the mission statement of Pilgrim Pines Camp (see below). This statement affirms the welcome and participation at Pilgrim Pines of persons of all ages, sexes, genders, gender expressions, sexual orientations, racial or ethnic backgrounds, socio-economic positions, intellectual, developmental, emotional, and physical abilities, or religious affiliation. This position requires a leader with experience in leading and managing a camp or similar non-profit organization with a range of skills to lead the business, financial, human resources, marketing, facility/property management, and fund development of our camp, as well as oversight of the program and its leaders.

Essential Duties & Responsibilities

- **Head of Staff**
 - Directly supervises and evaluates the Program Coordinator, Hospitality Manager, and Facilities Manager
 - Responsible for regular reviews, including written evaluations of staff
 - Partner with managers to recruit, hire, train, develop, and supervise a diverse team of staff members
 - Maintains salary and benefit structures consistent with California law and requirements
 - Responsible for assuring that all necessary screening processes are completed
 - Collaborates with the Board of Directors in developing and maintaining policies and procedures
 - Works directly with the Board of Directors and Committees to implement the vision and mission of the organization
- **Property Use/Management**
 - Oversees year-round reservations, converting inquiries to bookings to increase overall group usage
 - Develops and supports overall structure and procedures for reservations, including policies, staffing, fee schedule, etc.

- Oversight and supervision of the Facilities Manager to ensure that the property is well-maintained and major projects are completed with attention to our dedicated fund priorities
- Develops and maintains a general knowledge of the property, service providers, vendors, etc.
- **Financial Management**
 - Provides oversight of the organization's financial management along with Board leadership, including budget development, management, and analysis
 - Assures that reliable systems are operational for contribution tracking, record keeping, accounts payable and receivable, and monthly/quarterly/yearly financial reporting
 - Develops fundraising plans, including seeking grants and large-scale giving programs
- **Marketing Management**
 - Develops a comprehensive marketing program for Pilgrim Pines, actively promoting the use of the property to UCC congregations as well as ecumenical partners, and other organizations that are consistent with the inclusive and welcoming mission and vision of the organization
 - Help maintain a strong Social Media presence
 - Support the creation and maintenance of a relevant website, regularly communicate with stakeholders, and develop marketing materials tailored to specific user groups
- **Guest Relations**
 - Oversee the guest relations program, working closely with the Hospitality Manager to improve guest experience and maintain guest groups
 - Cultivate strategic partnerships in the community to enhance the experiences of guests
 - Oversee the database management for usage groups, campers, alumni, and donors

Minimum Qualifications

- At least 5 years of work experience with demonstrated leadership, preferably in the hospitality, nonprofit, or outdoor ministries fields
- Broad knowledge and demonstrated leadership in business processes, financial, human resources, quality control, customer relationships, and leadership competencies
- Experience working with a volunteer workforce
- Ability to provide background check clearance
- Must hold a valid driver's license

Physical Requirements

- Ability to effectively communicate with staff, volunteers, and guests in person and by telephone
- Ability to read a computer screen and printed materials
- Ability to use a computer effectively and efficiently
- Ability to lift and move objects up to 50 pounds and to use assisting devices or other staff to help move larger items
- Ability to walk and climb at high elevation to visit all parts of the camp facility, including climbing stairs, ladders, and traversing uneven ground, following safety procedures
- Ability to drive camp vehicles and operate various machinery and equipment

Preferred Qualifications

- Fundraising and marketing experience
- Experience with accreditation with the American Camping Association
- Member of the United Church of Christ or a similar progressive and inclusive religious tradition

Core Competencies

Leadership: Competently leads camp staff, creating a positive work environment with an emphasis on our mission and vision. Demonstrate fair and strong managerial skills with staff, vendors, volunteers, and guest groups. Seeks to gain an understanding of how to be a leader in this setting and takes opportunities to enhance their own leadership skills.

Hospitality: Genuinely welcomes and greets all persons with a positive and warm presence. Persons who contact Pilgrim Pines by phone, virtually, or who are on the property should feel welcomed and engaged, with questions answered or directed to appropriate resources when needed.

Caretaking: Able to see concerns that need to be addressed and has the ability to work with staff to ensure that staff resources are managed and directed to promptly and appropriately meet changing needs. Promotion of Pilgrim Pines activities and vision: Is able to articulate and promote Pilgrim Pines' mission and values; serves as the “face” of the organization; can enthusiastically answer questions about programs and values of the organization.

Communication: Facilitates open and clear communication between staff, committees, volunteers, and board members. Follows up on tasks promptly and updates those who asked for or are affected by the task. Organize & prioritize tasks effectively to ensure the efficient use of staff & volunteer time.

Confidentiality: Uses diplomacy and tact in all relationships; keeps appropriate boundaries of confidentiality in communicating information about the camp or individual staff or members; shares frustrations and concerns only with the Board of Directors; acts with integrity and trustworthiness as a public representative of Pilgrim Pines.

About the Camp

Pilgrim Pines is located in the unincorporated village of Oak Glen, ten miles from the I-10 freeway. The elevation is approximately 5200 feet— located just about a mile high! The village of Oak Glen is an unincorporated area of San Bernardino County, located in an orchard country renowned for its apples and berries. Neighbors of Pilgrim Pines include farmers, shops and restaurants, and the Wildlands Conservancy. There is a long-time relationship with the Conservancy that includes overnight visits by campers each summer. The camp includes cabins and lodges, a pool, a labyrinth, Vesper Point, a campfire circle, a field, hiking trails, and a challenge course. It sits in a canyon with Oak Glen Creek flowing through and is filled with oaks and pines. The camp property was originally purchased in 1943 from a school for the deaf, and the first summer camp session for the conference was held in June 1944. Within five years, additional adjacent lots were purchased, and then a series of new buildings, lodges, and cabins were constructed in the 1950s and 1960s. The most recent construction occurred in the 1990s, but recent donations have enabled us to renovate the Health Lodge, add ADA accessibility features, and ramps. These donations have also established a large fund restricted for capital improvements. This fund will enable significant repair and upgrade projects at our facility over the next several years, in addition to establishing a long-term endowment to support the ongoing repair and maintenance of our facilities and grounds.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by persons authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to their own health, safety, or the health or safety of others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

OUR MISSION & VISION

Pilgrim Pines Camp and Conference Center, a ministry of the United Church of Christ, affirms persons of all ages, sexes, genders, gender expressions, sexual orientations, racial or ethnic backgrounds, socio-economic positions, intellectual, developmental, emotional, and physical abilities, or religious affiliation.

We seek to:

- Provide an inclusive and safe environment for personal and spiritual growth and to be accepting of a diverse population of opinions, beliefs, ideas, and backgrounds.
- Nurture community by building personal relationships.
- Encourage care and concern for all of God's creation and encourage a sustainable world through modeling environmentally just practices.
- To seek to create a peaceful and healing community in which people learn to cooperate in an inclusive and diverse setting.