

Job description

About us

Ferncliff is a 501(c)(3) nonprofit organization located just ten miles west of Little Rock, Arkansas. We were founded in 1937 as a place for youth and adults to gather and experience creation in community with one another

Ferncliff Mission Statement: As an expression of God's love, we welcome people into a life of caring for Creation, others and themselves.

There is a *lot* going on at Ferncliff! Over the years we have grown into a multi-faceted organization that has branched in many ways beyond a typical camp and conference center. Today we are a:

- Summer Camp
- Retreat and Conference Center
- Nature Preschool
- Disaster Assistance Center
- Good360 Community Distribution Center

Title: Director of Group Sales

General Responsibility: Oversee the booking and registration of groups and participants.

Specific Responsibilities:

1. Answer phone calls and act as the first point of contact for groups/guests.
2. Book and send contracts to retreat groups.
3. Create and send group invoices.
4. Maintain financial oversight of all related line items proposing budgets and adhering to the approved budgets.
5. Manage registrations with Presbyterian/Ferncliff partner camps.
6. Assist Program team with management of Ferncliff camper registrations.
7. Manage and administer Ferncliff camper scholarship process.

8. Establish short and long-term marketing strategies to continually expand the reach and impact of Ferncliff hospitality operations.
9. Work with the COO to plan and implement marketing strategies to increase group rental business.
10. Train and manage interns/volunteers/staff assigned to the hospitality department.
11. Conduct a systematic procedure for evaluation of hospitality services with measurable outcomes. This includes sending evaluations after groups leave.
12. Create a system that promotes groups to book future retreats at Ferncliff.
13. Keep current on the latest trends, technology, and best hospitality practices for camps, retreat centers and non-profits in general.
14. Other duties as assigned.

Relationships and Accountability:

Directly accountable to the Chief Operation Officer (COO)

Develop relationships and attend meetings of Presbytery and appropriate committees

Develop relationships related to attracting non-profit and faith based guest groups as well as local chambers of commerce and other event hosting communities.

Qualifications:

Ø Person of Christian conviction, committed to the ongoing mission and programs of Ferncliff and the Presbyterian Church (U.S.A.) as a whole.

Ø Demonstrated theological understanding of the mission of the Presbyterian Church (U.S.A.) as it relates to Christian nurture and outdoor ministry in the camp and conference setting.

Ø Demonstrated skills in developing and producing effective marketing strategies and materials.

Ø Demonstrated skills in staff training and supervision, including the ability to develop close working relationships with staff.

Ø Demonstrated ability to communicate clearly and concisely in writing and to speak effectively before groups.

Ø Demonstrated ability to administer websites and many forms of social media.

Job Type: Full-time

Salary: \$40,000 - \$50,000 per year

Benefits:

- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Vision insurance

Experience level:

- 5 years

Weekly day range:

- Monday to Friday
- Rotating weekends

Ability to commute/relocate:

- Little Rock, AR 72223: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person