

WCC Executive Director

Warwick Conference Center Location: Warwick, NY

Website: <https://warwickconferencecenter.org/>

Mission

Echoing God's desire for all people to be still and draw near, the Warwick Conference Center is a broadly inclusive place of welcome, hospitality, reflection, and retreat where all are invited so see renewal, pursue personal and corporate growth, and have the opportunity to listen for God's voice.

Vision

Advancing the best programs and services • Engaging widening support • Cultivating guests and donors • Raising up leaders

Opportunity

The Warwick Conference Center in Warwick, NY will be posting in the next month to hire a full-time Executive Director. The Warwick Conference Center is in a phase of relaunching the focus of the center and its ministries and is looking for an individual with skills in helping the leadership vision of the future. We are a non-profit Christian based camp and conference center on 486 beautiful acres with 18 buildings that offers retreats, day camp and overnight camp for individuals with special needs. We are developing an Executive Director package to find a special individual with skills and experience to expand our capabilities.

Job Description

The incoming Executive Director will be a visionary driver, thoughtful leader, and advocate in promoting the importance of the Warwick Conference Center and building relationship(s) with communities across the region. They will have the opportunity to shape the narrative and lead this organization into a new day of service, and as a result, create a transformative, sustainable impact in the lives of children and families.

General Description of Position

The Executive Director is responsible for the operation of the Center in accordance with the bylaws, Mission Statement, strategic plan, and policies as developed and authorized by the WCC Board of Directors.

Qualifications

Proven experience in retreat center management, administration and programming

Proven experience hiring and retaining competent staff and recruiting volunteers

Five or more years of management experience

Proven desire and experience developing relationships with individuals building support of through both personal interaction and financial giving.

Demonstrated success in short- and long-term fund-raising including donor identification and management and grants

Proven leadership camp and conference center management including financial management, especially in the growth of not-for-profit organizations.

Strong public speaking skills to people of all ages and the capacity to effectively communicate the Warwick Conference Center's program opportunities to both groups and individuals

Proven ability to manage paid and volunteer staff in a variety of roles

Satisfactory background check

Education: Minimum of bachelor's degree with at least five years of relevant experience

Applicants may send resumes and supporting documentation for consideration to

personnel@warwickconferencecenter.org