



## Executive Director Job Description

### Objective

The Executive Director of Tall Timber leads the organization to achieve its mission and vision through Christ-centered and servant leadership.

### Accountability

The Executive Director is the sole employee of the Tall Timber Board

### Benefits

- Total annual effective salary - \$56,500 (or negotiated based on experience)
- Full Medical, Pension and Death Benefits - Family coverage through Presbytery Board of Pensions
- Dental & Vision Benefits - Purchase available through Board of Pensions through PCUSA

### Responsibilities

- Provides Visionary and Strategic leadership by:
  - Working with the board to create a 5-10 year strategic plan and set annual goals to guide the institution to fulfill this plan and make adjustments along the way.
  - Engaging with the emerging trends in camping ministry in a way that keeps Tall Timber relevant and growing, while staying true to our rich history and tradition
- Builds a top notch Team through:
  - Hiring strategies which bring like-minded and mission-fit team members to work as full-time and part time team members
  - Creating an executive leadership team who will work with the Executive Director in leading and shepherding the staff
  - Casting a vision for team members that inspires the staff to work together toward accomplishing the mission of the camp
  - Creating policies and procedures which ensure a safe and effective working environment at camp
  - Leading effective onboarding and continuous training to all staff members
  - Holding staff members accountable to their specific job and Tall Timber cultural values
- Creates and inspires a vision for camp and team Culture by:
  - Setting the tone for staff and volunteers with a clear vision for the ethos of the camp
  - Creating expectations for camp culture and inspiring staff and volunteers to lead toward Tall Timber cultural expectations
  - Holding staff and volunteers to the Tall Timber cultural standards in an inspiring and firm way
- Provides Financial Leadership for all areas of camp by:
  - Overseeing all areas of camp finance including accounts payable and receivable, financial controls and policies, salaries, budget forecasting and cash flow management
  - Staying current with the financial position of the camp
  - Building relationships with current and prospective donors
  - Creating and implementing strong vision for development/fundraising
- Maintains healthy working relationship with the Board by:
  - Communicating goals, results, and updates regularly to the board
  - Working with the board chair to craft meeting agendas
  - Engaging with board committees to provide resources and support
  - Helping develop short and long range plans including vision and strategic planning