



1-5-2021/JJB

**Job Title:** Executive Director  
**Classification:** Full Time Salary  
**Reports To:** Krislund JCRC Board

**Mission:** For all people to Encounter God. Build Relationships. Experience Creation.  
**Vision:** A world where everyone can have a holistic experience of God.

**Purpose & Overview:**

The Executive Director is the chief executive officer and managing director of the Krislund Camp and Conference center serving the Presbyteries of Carlisle, Huntingdon, and Northumberland in central Pennsylvania. This person is responsible for developing and leading a team of dedicated staff and volunteers to strengthen and enhance this ministry.

**Essential Duties:**

- Administration
  - Serve as chief administrative executive of the ministry overseeing all facets of Krislund operations both on and off the Krislund campus.
  - Provide effective strategic policies, objectives, and goals for the ministry.
  - Coordinate various phases of ministry's day-to-day operations and activities.
  - Develop and implement strategic plans for administration, fundraising, hospitality, marketing and community relations.
- Stakeholder Relationships
  - Promote, maintain, and expand healthy relationships within the ministry constituency and the broader community regardless of denominational affiliations or the lack thereof.
  - Collaborate with the Board, committees, staff, and volunteers.
- Fiscal Responsibility
  - With the Treasurer and Board, ensure fiscally responsible operation, making recommendations for the annual budget.
  - Provide effective controls regarding budgets, risk management, program proposals, cash management, inventories, purchasing, capital expenditures, and maintenance.
- Recruitment and Development of Staff
  - Provide leadership for the staffing, including hiring, training, team building, and development within a fair, safe, and productive workplace.
  - Promote and practice healthy relationships among staff, volunteers, constituent presbyteries and the broader community.
- Communication
  - Forecasting, tracking, and reporting key performance indicators through regular written reports and verbal communications in all areas of operation.
  - Oversees the development and release of publicity, marketing, and fundraising communications.

**Leadership Qualifications:**

- Creative leadership to foster a collaborative work environment.
- Exhibits flexibility that responds to emerging situations.
- Exemplifies the Christian concept of servant-leader in interactions with others.



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- Leads with vision, integrity, and enthusiasm.
- Exceptional communicator, particularly working alongside staff, board, and volunteer leadership.
- Strong organizational and change management skills.

**Preferred Minimum Education, Experience and/or Certification:**

- Five or more years of experience leading an organization with a multi-tiered staff of at least ten individuals.
- Experience with budget responsibilities, leading and developing managers, and managing donor relations.
- A committed Christian and proven leader with several years of successful philanthropic experience including involvement with capital campaigns.