



Position Description Executive Director Mountain T.O.P.

Mission

Through Christian community and faith-based relationships, we help meet the physical, spiritual, social, and emotional needs of all the people we encounter.

General Description of Position

The Executive Director is responsible for fulfilling the mission of Mountain T.O.P. (MTOP) providing leadership and management of the ministry. The Executive Director works in relationship with MTOP Board of Directors, staff, campers and leaders, alumni, retreat leaders and participants to fulfill the mission. The role includes assisting the Board in the formulation of policy and its implementation; supporting the Board in its strategic planning; administrative management; direct supervision of year round staff; being the spiritual leader; managing finances and funding; and marketing. The Executive Director reports directly to the MTOP Board of Directors.

Qualifications

1. A strong and growing Christian faith and a servant heart.
2. A commitment to the values and philosophy of Mountain T.O.P.
3. Knowledge applicable to the distinct operations of the organization: residential camps, day camps, retreat centers, mission serving community development.
4. Proven skills in organization, supervision, global thinking, and discretion.
5. Five or more years of nonprofit leadership experience.
6. Demonstrated operational, people and management skills.
7. Relationship building skills to work with volunteers, including nonprofit Board development.
8. Ability to lead change while implementing best practices for financial sustainability.
9. Familiarity with nonprofit revenue development.
10. Excellent written and oral communication skills.
11. Ability to work with cultures other than one's own.
12. Bachelor's Degree in related area (or equivalent experience and training).
13. Additional preferable skills:
 - a. Leadership, including vision, managing initiatives, influencing;
 - b. Ethical practices, including personal integrity, professional integrity and being an ethical agent for the organization;
 - c. Interpersonal relationships, including networking, relationship building, teamwork, conflict management and negotiation;
 - d. Cultural effectiveness, including operating in a diverse workplace and advocating for a diverse and inclusive workplace;
 - e. Business acumen, including business and competitive awareness, business analytics and strategic alignment.

Essential Functions

1. Ability to live and be active in the ministry service area, working on site at the Cumberland Pines and the Baker Mountain locations and travel to remote program sites and give overall direction to the full ministry and its operations.
2. Ambulatory ability to move about the sites and auditory and visual ability to identify and respond to any situation that may arise.
3. Ability to communicate and work with groups and individuals.
4. Cognitive abilities to plan for and coordinate activities at the sites.

Authority

Within the policies and directives of the Board of Directors, the Executive Director will have authority to provide fiscal and property management, visionary leadership, and direct supervision to year round MTOP staff.

Specific Responsibilities

1. To lead the organization, on behalf of the Mountain TOP Board of Directors, as a vital and viable ministry.
2. Assist the Board in establishing policies that enable the organization to carry out its mission and vision.
3. Hire, train, supervise, direct, develop, evaluate, and retain a high-performance support staff.
4. Develop, maintain, and support a strong and active Board of Directors, in partnership with the chairperson.
5. Responsible for strategic planning for sustainability, ensuring the ministry can fulfill its mission into the future.
6. Support the participation and growth of the ministry's increasing involvement in community leadership and affairs.
7. Develop and assist in the development of strategies for increasing awareness and understanding of the ministry among various organizations and communities on a local, state, and national level.
8. Provide leadership for the development of annual giving, capital campaigns, and endowment development.
9. To support and lift up the volunteers as partners in ministry.
10. Operate the organization in compliance with all applicable state and local regulations (food service, health, etc.) and in compliance with American Camp Association (ACA) standards.
11. Develops resources sufficient to ensure the financial health of the organization.
12. Other items:
 - a. Additional responsibilities as may be mutually agreed upon with the MTOP Board of Directors.