



RETREAT MANAGER

Position Overview

The Manager reports to a selected Board of Directors committee and will be responsible to maintain the faith-based culture and for overseeing the administration. The Board is aware of the healthy tension between the balanced supportive empowerment for the manager and its duty to uphold the core mission and values of the organization. This person will be a spiritual leader and an organization leader. They will be responsible for serving as the spokesperson (“Face”) for BMCR; leading and inspiring a team of co-leaders devoted to serving the guests and to foster a Christ-honoring organization that exemplifies transparency, integrity and accountability.

The successful candidate will be a Christ-centered individual who leads BMCR in its ministry of changing lives through retreat-based programming. The successful candidate will provide leadership, implementation and oversight of all BMCR’s programs. The right personality fit will be a key determinant of whether someone is a candidate for the Manager’s role. There is a unique culture among the staff and protecting this is crucial to carrying out the vision God has given.

The current staff is looking forward to the new Manager coming on board. There is a shared expectation that this person will help the staff to work effectively and accomplish more. They desire a leader who values and supports a culture of caring, empowerment and professional excellence.

They want this person to be a resource for mentoring and development who will value the creativity and the results orientation of the staff in order to embrace BMCR’s success and build for the future.

Job Duties and Responsibilities

- Direct, oversee and review and implement the total operation, performance, productivity and efficiency of the organization coordinating and monitoring all of the aspects of the ministry at BMCR
- Evaluate the success of the programs and procedures, define and plan with short and long range objectives, plans and policies and to integrate and implement programs to reflect and develop BMCR’s vision and goals.
- Integrate new procedures that address improvements and upkeep of any current organizational systems
- Understanding and ability to lead staff who manage:
 - information technology systems
 - social media
 - human resources
 - financial accounting/budgeting principles and practices
 - office
 - marketing and communication
 - maintenance
 - housekeeping
 - food service
 - ancillary departments

Professional Attributes

- Education - Bachelor's degree in Communications, Social Services, Business, Counseling, Theology/Christian Education, Nonprofit, or related fields recommended.
- 7+ years relevant leadership experience, ideally in a mission-oriented or faith-based organization,
- Able to cast vision, build consensus, and implement strategy by empowering others.
- Proven record of accomplishment in leadership of operationally intensive organization.
- An ability to anticipate guest, program, community, and staff needs with an ability to manage those needs.
- Excellent verbal and written communication skills.
- Organize effective financial practices and procedures to ensure fiscal responsibility and timely reporting – generating reports of such for the biannual board meetings to ensure transparency with the Board about the Camp's finances.

Key Competencies

- Self-motivated individual with a strong decisive leadership skill set and ability to influence
- Critical thinking and problem-solving skills
- Excellent organizational and management skills
- High social intelligence
- Well-developed team builder, problem solver and conflict manager
- Business acumen, particularly in the area of budget development, fiscal control and basic accounting skills
- Working knowledge of property/facilities management, building construction, operations and building maintenance is highly recommended
- Competent working knowledge of Microsoft Office, knowledge and experience with programs dealing with accounting and hospitality would be an asset
- Planning and organizing
- Decision making
- Strong oral and written communication skills
- Delegation
- Negotiation
- Adaptability
- Stress tolerance
- Valid Driver's License

General Qualifications:

- Must have a true born-again experience with a living, active relationship with Jesus Christ, exhibiting a godly lifestyle
- Must have a love for and desire to serve the Lord Jesus Christ wholeheartedly
- Must have experienced or be open to the Baptism in the Holy Spirit
- Must have a knowledge of the Lordship of Jesus Christ- His principles and precepts set forth in the Word of God, walking in spiritual maturity and discerning of spiritual things
- Must have a servant's attitude in leadership placing others ahead of self
- Must be in agreement with BMCR's Doctrinal Statement, Personal Principles, Practices, Policies and Procedures
- Must have a willingness to subject oneself to the governing authority of the Board of BMCR
- Must orchestrate, attend and perform leadership role in scheduled staff meetings

- Must have a desire to see the guests experience the full knowledge of salvation, healing and the delivering power of Jesus while spending time in His presence here at BMCR

Additional Desired Attributes

- A passion and/or experience in a Christian Retreat/Camp, hospitality, social services or non-profit organization. Experience within a for-profit context combined with strong lay- leadership experience with a Christian context is welcomed.
- A commitment to accountability, for self and others.
- Effective people leadership skills (fostering a shared ministry ideal; being a good team leader, open, and transparent).
- High Emotional Intelligence, the ability to recognize and control one's emotions, and to recognize and understand the emotions of others.

Compensation

Compensation includes salary, housing and utilities, and free meals when programs are in session.

We Believe...

- ...the Bible to be the inspired, infallible, and authoritative word of God.
- ...in one God eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- ...in the Deity of our Lord Jesus Christ, virgin birth, sinless life, miracles, atoning death, bodily resurrection, ascension to the right hand of the Father, and in His future return to this earth in power and glory.
- ...that the only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus.
- ...that all those who receive the Lord Jesus Christ by faith are born again.
- ...the redemptive work of Christ on the cross provides healing of the human body to those who believe and ask for it.
- ...the baptism of the Holy Spirit, according to Acts 2:4, is readily available today as it was then. This gift is available to all believers who request it.
- ...in the resurrection of both the saved and the lost, the saved to everlasting life and the lost to everlasting punishment.
- ...that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26- 27). Rejection of one's biological sex is a rejection of the image of God within that person.
- ...that sexual purity is the standard for all God's children, which requires abstinence from adultery, fornication, incest, homosexuality, or other sexual relationships or practices forbidden by Scripture.
- ...that marriage is a sacred institution established by God and is the uniting of one man and one woman in covenant commitment for a lifetime.

Believe (v)-To give belief; to credit; to expect with confidence. To have a firm persuasion.

BMCR is an equal opportunity employer and does not discriminate on the basis of race, age, color, sex, national origin, familial status, veteran status, or physical handicap. However, by the nature of this organization and its purposes, it does limit its hiring to people whose beliefs, theology and lifestyle are consistent with BMCR's Statement of Belief.

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