

Trinity Center Executive Director Job Description

Mission Statement

Trinity Center welcomes guests of all ages and backgrounds to experience God's creation through work, study and play on the North Carolina coast.

Overview

Trinity Center is governed by a Board of Managers appointed by the Bishop of the Episcopal Diocese of East Carolina. The Executive Director is employed by the Trinity Center Board of Managers and is responsible for the day – to – day operations of the Center. The Executive Director will be responsible for all matters pertaining to the business, ministry, and programs of the Trinity Center and in accordance with the mission statement. The Executive Director is also responsible for maintaining a collaborative relationship with Diocesan House, the Bishop, Diocesan Staff, Clergy and Lay Leaders. Many duties required to fulfill these responsibilities may be carried out by other personnel under the supervision of Executive Director.

Qualities / Skills

- Visionary leader exhibiting good planning skills, continually developing and implementing new policies and procedures that improve operations to stay current with new and innovative ideas
- Faithful and spirit-filled with a sense of vocation-driven ministry
- Understanding of Episcopal theology with a willingness to be governed by the doctrine and discipline of the Episcopal Church USA and practices of the Diocese of East Carolina
- Knowledgeable and experienced in business leadership and financial management
- Dedicated to ensuring a safe, secure and well-maintained facility that meets environmental, health and security standards
- Skilled in marketing, programming and development; keeping in mind the particular needs of the diverse communities that comprise the diocese
- Quality verbal communicator with excellent written expression
- Interested in community involvement and becoming known to those off property.

Primary Areas of Responsibility

- Embody the values and model all aspects of the mission statement
- Prioritize the ministry of hospitality and service for all guests
- Manage personnel:
 - Hire, and when necessary, terminate personnel

- Set policies and procedures to communicate job expectations to employees
- Train, coach, develop and maintain a good relationship to encourage positive staff morale and collaboration.
- Appraise and evaluate job performance
- Responsible for all matters relating to programing; delegating certain tasks to appropriate staff.
- Communicate additions and changes to primary programs, plans and objectives to the Board of Managers.
- Submit clear and accurate financial reports monthly to the finance committee and on a consistent basis to the Board of Managers.
- Provide for responsible operation and maintenance of all Trinity Center assets and property in accordance with environmental regulations and Trinity Center values
- Supervise and monitor the use of a dynamic life cycle facility planning schedule, and report implementations to the Board.
- Provide and nurture a welcoming atmosphere, honoring secular and interfaith values, seeking to learn and grow through all relationships.

Preferred Background and Work Experience

- Experience with a non-profit organization or Camp and Conference Ministry
- Experience recruiting, training, and developing a team of employees, contractors, and volunteers
- Several years in executive management with multiple staff members
- Experience creating and managing multi-faceted budgets
- At least five years of experience in the hospitality industry
- Work in strategic planning and implementation
- Bachelor's degree or higher in Human Resources, Marketing, Event Management, Parks and Recreation or comparable.