

Employment Opportunity Profile



Executive Director
Maple Grove Christian Retreat Centre

www.maplegrovecrc.com

Executive Summary



The Maple Grove Christian Retreat Centre (MGCRC), whose mission is to foster spiritual development and community, is seeking a dynamic Executive Director. This is a unique opportunity for a visionary leader to work closely with our devoted Board of Directors and play a pivotal role in protecting the integrity of our cherished organization.

The Executive Director is the steward of MGCRC's mission, with overarching responsibility for preserving the organization's fundamental values and directing its future course. MGCRC seeks an exceptional individual willing to champion our cause, serve our community, and leave a lasting legacy.

We would love to hear from you if you are passionate about transformative leadership and anxious to make a significant impact.



Organizational Summary

Mission Statement - Maple Grove exists to facilitate ministries that make and grow disciples of Jesus Christ

Nestled amidst nature's bounty in SW Ontario, Maple Grove Christian Retreat Centre stands as a beacon of faith and fellowship, offering a unique blend of spiritual enrichment, leisure, and connection. As a seasonal Christian campground and retreat centre, Maple Grove (established in 1947) has etched an indelible mark in countless hearts through its diverse range of ministries and programs.

Our offerings span the summer family camp, age-specific camping ministries, and various enriching seasonal programs, each designed to foster spiritual growth, community building, and wholesome recreation. From families seeking a summer retreat to individuals exploring their faith, Maple Grove offers a welcoming, warm environment for all.

Moreover, our spirit of unity extends beyond our own programs. We are happy to share our facilities with other Christian organizations throughout the camping season, amplifying our mission of nurturing faith-based communities.

To learn more about our vibrant community, the ministries we offer, and how you can be part of our extended family, we invite you to visit our website at www.maplegrovecrc.com. Join us at Maple Grove Christian Retreat Centre, where faith, fellowship, and fun



Key Responsibilities

Uphold the Mission of MGCRC

You'll be the torchbearer of MGCRC's mission, carrying its light to all corners of our community and ensuring its principles permeate all our actions and decisions.

Implement Board Directives

As the Executive Director, you will be the chief executor of the by-laws, policies, and directives set forth by our Board of Directors, translating their vision into actionable strategies.

Manage Personnel Matters

Your adept management skills will be crucial in overseeing all personnel matters, ensuring a harmonious and productive work environment for all Maple Grove employees.

Lead Fundraising, Marketing, and Promotion

Leverage your strategic mindset to plan and execute innovative fundraising and marketing initiatives, fostering the growth and visibility of MGCRC.

Cultivate Community Relations

Build and nurture strong ties with local churches (both Free Methodist and non-Free Methodist), government agencies, local businesses, and community members, strengthening our position as a community pillar.

Develop Yearly Budget

Your financial acumen will be essential as you collaborate with our Finance Team to create a yearly budget that aligns with our goals and resources.



Key Responsibilities cont'd



Recruit and Manage Guest Group Relationships

You'll play a key role in attracting and managing relationships with guest groups, ensuring their experience at MGCRC is memorable and transformative.

Oversee Lot Leaseholder Relationships

Your people skills will come into play as you recruit and manage relationships with lot leaseholders, ensuring their needs are met, and their connection with MGCRC is positive.



Collaborate on Ministry Programs

Working hand-in-hand with our Programming Team, you'll plan and execute impactful Maple Grove ministry programs that enrich our community's spiritual life.

Legal Awareness

Maintain an awareness of the ways in which municipal, provincial, and federal legislation is subject to change in order to guarantee MGCRC's continued compliance.

Maximize Facilities Use

Partner with our Facilities Team to optimize the use of our facilities, ensuring they best serve our community and enhance our programs.

Expand MGCRC Donor Base

Harness your relationship-building prowess to cultivate and grow our donor base, helping to secure the resources we need to fulfill our mission.



Volunteer Coordination

Develop, manage, and coordinate the efforts of a volunteer force to assist with a variety of Maple Grove activities.

Qualifications

Academic and Practical Excellence:

We're seeking an Executive Director with a university degree in Business Administration or Commerce or substantial hands-on experience in a similar role within the Christian camping and retreat sector. A combination of both would be ideal. This blend of academic knowledge and practical insights is integral to managing our multifaceted operations successfully.

Decisive Leadership:

As the Executive Director, your strong leadership skills will be integral to guiding our team and making critical strategic decisions that drive MGCRC forward.

Organizational Prowess:

Your superior organizational and planning skills will enable you to manage diverse responsibilities effectively, ensuring the smooth functioning of our retreat centre.

Communication Expertise:

Strong spoken and written communication skills are crucial for this role. Whether conveying strategic directives to our team or communicating with our community, your words will have a significant impact.

Customer Orientation:

A customer-focused mindset is vital. Your ability to understand and cater to the needs of our guests, employees, and community will help MGCRC continue to thrive as a welcoming haven.

Commitment to Task:

We value a strong work ethic. Your unwavering commitment to tasks, regardless of complexity or size, will be vital to achieving our goals and maintaining high service standards.

Delegation Skills:

Effective delegation is a crucial leadership competency. Your ability to assign responsibilities appropriately will ensure our team functions efficiently and our resources are utilized optimally.

How To Apply

Please forward a PDF of your Resume and Cover Letter to edsearchmg@yahoo.com

Given the flexible nature of a candidate search process, the following is an estimated search timeline, which may be subject to modifications as situations evolve.

Application Deadline: August 14, 2023

Short List Interviews: September 2023

Projected Start Date: November 2023

Projected Salary: To be determined based on experience

Join us at MGCRC and take the reins of a role where your leadership will leave a lasting impact on our community and beyond.

