

ROWE CAMP & CONFERENCE CENTER
JOB DESCRIPTION
EXECUTIVE DIRECTOR

6/01

INTRODUCTION

Each person who works at Rowe helps to create the “Rowe Experience” for our guests. We work as a team to create the magic that is Rowe and each staff person holds a specific piece of that energy. The role of the Executive Director is to provide the energy of leadership. The Executive Director is responsible for maintaining the overall spiritual and philosophical vision of the Center as the minister in residence.

SUMMARY

The Executive Director of *Rowe Camp & Conference Center* works to enhance, organize, and affect the spirit of Rowe in every way possible. S/he is responsible for the overall well being of the facility, answerable to the Board of Trustees, and beholden to the welfare of the Organization.

The Executive Director is responsible for setting up conference center programs, as well as writing, producing, and mailing the Fall and Spring catalogs and the Center Post newspaper and is responsible for all aspects of programming, public relations, and marketing.

RESPONSIBILITIES

PROGRAMMING

- A. Set up the fall, winter, and spring programs.
- B. Produce a balanced program of workshops for all programmable weekends
- C. Responsible for the marketing of programs.

PUBLICATIONS

- A. Write, produce, and distribute two program catalogs each year.
- A. Produce Center Post twice a year: obtain photography and/or art work and written articles, write an editorial, and complete layout for printing and publication.

DEVELOPMENT

- A. Cultivate relationships with major donors by involving them in appropriate organizational activities and through social invitations, visits, letters, and telephone calls
- B. Be available to accompany board members on calls where his or her presence is needed as the chief resource and spokesperson for the organization.

C. Participate in the development of campaign materials

CO-HOST WEEKENDS

A. Responsible to create a welcoming atmosphere for conferees.

B. Be present at critical times throughout the weekend and handle any crisis that may occur.

PUBLIC RELATIONS AND PROMOTION

A. Maintain contact with the UUA, its member churches, the UU Minister's Association, and other camps and conference centers.

B. Maintain cordial relations with neighbors, other people in Rowe, Franklin County, and Massachusetts

C. Respond to requests for newspaper/TV/radio interviews

DIRECTOR RELATIONS

A. Meet weekly with the Director to provide support on operations and to share responsibility for legal issues, hiring and firing, and plans for changes in the physical plant

ALL STAFF REQUIREMENTS

A. Attend core staff meetings

B. Lend support to community assignments and projects as needed, e.g. help out with KP

C. Participate in Work Weeks

Skills required: excellent writing skills, social interaction, leadership, follow through, inspiration, public speaking, group dynamics.

Work experience and education required: BA or BS degree required, MDiv, MA, MS or PhD preferred Administrative and leadership experience is needed

Vacation restrictions: at least 3 weeks to be taken during the summer