



“Service as Tall as our Trees”

6250 Bohemian Highway
Occidental, CA 95465
(707) 874-3507

Alliance Redwoods Conference Grounds is a 501(c)3 religious non-profit organization

Title: Camp and Conference Director

Employment Status: Full-Time Exempt with benefits, onsite housing required

Immediate Supervisor: Executive Director

Team Leader: Executive Director

Alliance Redwoods is a Christian and Missionary Alliance conference center in Northern California operating year-round, serving approximately 55,000 guests a year, with an annual budget of about \$10M+. ARCG is comprised of three ministries: Camps and Conferences, Sonoma Zipline Adventures, and Outdoor Education.

Purpose Statement

Lead and manage all aspects of the Guest Services Team – having combined budgets in excess of \$3.0 Million and 10 year-round staff – to ensure ARCG meets the needs of our 32,000+ annual overnight guests. The Camp and Conference Director is responsible for ensuring our guests have an excellent experience.

Essential Duties

- Own ARCG’s end to end Guest Experience
- Serve on the Alliance Redwoods executive leadership team
- Lead and oversee the Guest Services
- Lead implementation of large capital investment initiatives
- Develop and foster a cooperative and cohesive team environment and ensure positive teamwork within and across departments
- Be key liaison (including sales relationship) with key Camps and Conferences customers
- Lead process improvements to better meet guest needs and department goals
- Hire, supervise and ensure staff are scheduled and trained to perform duties to ARCG standards
- Develop and manage department budgets
- Serve as a key communicator of the mission of ARCG to various constituencies and stakeholders including individuals, churches, local organizations, local government, and other organizations
- Provide written and verbal reports to other Directors and Board of Trustees related to all areas of Camps and Conference Division
- Support Fund Development efforts, including building relationships with key donors
- Mentor key high potential employees
- Other duties as assigned

Skills, Knowledge, and Abilities

This position requires proven supervisory, communication and organizational skills with a demonstrated ability to problem solve and lead through influence. Strong project management skills, attention to detail and thoroughness, and the ability to handle multiple tasks are essential in this position.

Requirements

- Bachelor’s Degree or equivalent experience in related field
- Minimum of five years’ management experience (10 years preferred) working at the Director level. Must have supervisory experience of front-line managers along with programmatic and budgetary planning and control.
- Must possess strong interpersonal skills with the ability to interact professionally with staff members, Board of Trustees, regulatory agencies, donors, conference leaders, and guests of all ages
- Current driver’s license
- Requires that you are a professing, growing follower of Christ leading your teams spiritually and building high trust communities