

Lake Junaluska Assembly, Inc.

Job Description

Job Title: Executive Director (Chief Executive Officer)
Department: Administration
Supervisor: Lake Junaluska Board of Directors
FSLA Status: Exempt
Supervises: All
Position Status: Regular/Full Time

LJA Mission Statement:

As an employee of Lake Junaluska Assembly, Inc., you are a member of a ministry team implementing the LJA mission, which is "to serve God by connecting individuals, congregations and conferences in discipleship with Jesus Christ through The United Methodist Church". We make available effective Christian programming for training, inspiration, recreation and personal enrichment. The staff also works together to be good stewards of Lake Junaluska assets, to provide the very best support services for every guest and to provide affordable facilities.

Essential Functions

- The Executive Director functions as the Chief Executive Officer of Lake Junaluska Assembly, Inc., with basic oversight responsibilities on behalf of Lake Junaluska Assembly, Inc.
- Responsible for implementing the decisions of the Board of Directors of Lake Junaluska Assembly, Inc., and the Southeastern Jurisdictional Conference.
- The Executive Director, personally and through the Lake Junaluska staff, provides the connectional links and networking around The United Methodist Church and in the Southeastern Jurisdiction.
- Articulates the mission and vision of Lake Junaluska Assembly, Inc., and leads the organization through its staff in becoming a learning, growing, and diverse organization, and, as needed, will lead special projects that enhance and strengthen the organization.
- Shall provide leadership to an executive leadership team who has direct responsibility in the areas of Ministry, Conference and Retreat Center and Residential Services at Lake Junaluska, Business Affairs, Marketing and Communications, and long-term financial development. The Executive Director has final responsibility in each of these areas, and bears overall fiscal responsibility.
- Responsible for directing an ongoing strategic planning process that incorporates all of the above elements.
- Shall ensure that there are written job descriptions and documented evaluation procedures for all positions, establish clear lines of accountability and hold persons accountable for effective leadership and performance outcomes.
- Shall model and inspire the entire organization toward continuous improvement in the ministry and service.

Knowledge, Skills and Abilities

- May be either a clergy or lay person competent and experienced in ministry and programming;
- A proven track record of entrepreneurial skills and success in fund raising and development, in leading a multi-faceted business toward financial stability.
- Minimum of an earned Master's degree or relevant life and work experience, and shall be committed to personal lifelong learning, and preferably a United Methodist.
- Experienced in supervision; able to build and lead a team with diverse responsibilities
- Ability to be an effective leader make decisions without micro managing
- Possess excellent listening skills; is able to guide staff in setting and achieving measurable performance goals; and, is able to envision and articulate a desired future for Lake Junaluska Assembly.
- Have demonstrated abilities in recruiting and building staff-teams toward the successful and effective fulfillment of a vision.
- Strong communication skills in order to interpret and tell the Lake Junaluska story with freshness.
- Demonstrated skills and experience in fiscal management, financial development and the ability to build strong relationships within the United Methodist connection.
- Possess leadership skills necessary to guide a not-for-profit United Methodist Christian retreat center.
- Have knowledge of, and encourage the use of, technology in fulfilling the ministries of Lake Junaluska Assembly.
- Serve from a clear sense of God's call for this ministry of leading a time-honored organization into a relevant and engaging future.
- Model a clear understanding of servant ministry on behalf of Lake Junaluska Assembly.
- Have demonstrated general office skills. Computer background required, with the ability to utilize and adapt to a wide variety of different software systems; word processing and spreadsheet applications required, prefer Microsoft Office Word, Excel and Access.
- Be willing to work a flexible schedule

Performance/Success Factors

- Be punctual to work and other related functions
- Perform well in a team environment
- Complete work in a timely, accurate and thorough manner; conscientious about assignments and be able to prioritize daily tasks and events.
- Must be a team player and cooperate with all staff.
- Must be a self-starter, and able to work both independently and within the framework of a team.
- Strive for quality in all task and/or duties.
- Participate in proactive team efforts to achieve departmental and organizational goals.
- Provide leadership to others through example and sharing of knowledge/skills

Working conditions

- Light physical activity performing non-strenuous daily activities of an administrative nature
- Quiet to Moderate noise
- Physical Demands: To coordinate work, frequently moves about, able to stand (occasionally for prolonged periods of time), walk, sit, use hands to finger, handle or feel, reach with hands and arms (occasionally overhead), stoop, talk to and hear staff and customer requests, and also lifts or carries or otherwise moves and positions objects weighing up to 10 pounds.
- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.
- At times, be outdoors in different weather conditions.
- Hours: Monday through Sunday, weekends/nights/holidays as required.

Receipt and Acknowledgment

I accept employment at Lake Junaluska Assembly, Inc and acknowledge by my acceptance that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time if I am unable to perform these functions.
- My job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the essential job functions as well as compliance with all policies, procedures, rules and regulations of the Human Resources Policies and Procedures Manual for Lake Junaluska Assembly, Inc.
- Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this position at any time.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____

Nothing in this job description restricts the Lake Junaluska Board of Directors right to assign or reassign duties and responsibilities to this position at any time.

Equal Opportunity/Affirmative Action Employer