

## **WARNER MEMORIAL CAMP**

**Position Description . . .** Director of Community Outreach

**Responsible to . . . . .** Camp Director

To meet the short and long term goals of Warner Camp, the Director of Community Outreach shall oversee the development of all fundraising initiatives, including annual fundraising, grant seeking and events.

### **GENERAL RESPONSIBILITIES**

- Live an exemplary Christian life and demonstrate a Christ-like attitude
- Be a positive public relations ambassador for the Warner Camp
- Be interactive with guests and team members
- Self-motivated and accountable.
- Focused on the importance of donor/client relationships.
- Be willing to participate in educational opportunities and CCCA Advances

This position requires an individual with an active and growing faith in Jesus Christ, demonstrated personal integrity, strong work ethic, interpersonal communication and organizational skills, attention to detail and a team-oriented servant attitude.

### **PRIMARY RESPONSIBILITIES**

- Oversee all identification, cultivation and stewardship activities.
- Collaborate with the Camp Director, Camp Staff and Development Task Force to promote the Mission and Ministry of Warner Camp.
- With assistance, develop a plan to financially support programs and activities. The plan should be developed to set key milestones to determine success for the first 3 months.
- With Camp assistance, create and manage a database of current and future supporters.
- Reach out to the community with relevant programs and ministry opportunities.

### **Parameters of the job description**

- Warner Camp seeks to define and outline the expectations of all those serving at Warner Camp. This Position Description comprises most of the duties expected of the person holding the position. However, duties could be added, removed, or alternated at a future date. Any significant changes will be discussed with the employee with sensitivity to all other tasks required to fulfill.
- Willingness to adhere to our staff values, and help our team improve through various means for the sake of growing this ministry.
- Warner Camp is an “At-Will” employer – Which is defined as, at the will of either the employee or the employer, termination can be made at any time. Common consideration on either part is expected. Under normal circumstances, typically a two-week notice.

### **Compensation Package**

- Salary based upon education and past experience.
- Other Benefits depend on whether “onsite” housing is provided.