

Director of Wilderness Trail Job Description

Wilderness Trail is a backpacking ministry that focuses on week-long summer events for youth

- These summer events include a one-day opening retreat, five days of overnight backpacking, and a one-day closing retreat. A typical event includes 120 hikers, 25 college-age staff, and 80 high school volunteers. Over the course of the summer, Wilderness Trail hosts 40 groups from 5 states, with an average of 650 participants.
- The physical location of Wilderness Trail is a 40-acre base camp in Troutdale, VA. “The Property” hosts the opening and closing retreats that bookend 5-day backpacking experiences that are the foundation of summer events. Its facilities include a lodge, sleeping shelters, staff cabins, and outdoor chapel. From here, participants head.
- The off-season office of Wilderness Trail is currently located in Waynesville, NC, near a concentration of board members.
- Since its founding in 1987, the core topics and values of Wilderness Trail have been servant leadership, working together as the body of Christ, overcoming challenges as people of faith, and finding joy in all circumstances.

Qualifications

- A minimum of a bachelor's degree
- Organizational skills, self-motivation, and a strong work ethic
- Strong relational skills that provide the ability to work with youth, college students, and adult volunteers
- Experience in youth ministry (professional or volunteer)
- Preferred: experience in non-profit work and fundraising
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of Wilderness Trail's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Strong public speaking ability

Expectations of the full-time Director of Wilderness Trail:

- Christian Leadership
 - Provide Christian leadership consistent with Wilderness Trail's core values.
 - Set an example as a follower of Christ for others to follow through spiritual disciplines and acts of service.
 - While founded by a United Methodist pastor, Wilderness Trail has remained unaffiliated; its programs tend to focus on the essentials of the Christian faith held in common by most denominations.
- Board Governance:
 - Works with board in order to fulfill the organization mission.
 - Responsible for leading Wilderness Trail in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of Wilderness Trail, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Responsible for fundraising and developing other resources necessary to support

Wilderness Trail's Areas of Responsibilities

Programming

- Oversee the summer events. This includes: registration; recruiting, training, and supervising summer staff; organizing the program; managing logistics; and handling emergencies. This also requires relocating to Troutdale, VA for June, July, and early August each year (a private room is provided for the Director).
- Lead other programming throughout the year as there is interest and as is practical, such as confirmation retreats or small-group experiences.

Publicity

- Recruit new participation from youth groups and individuals (advertising, conferences, following up on word-of-mouth, etc.).
- Engage existing groups to keep them connected with the ministry (personal visits, phone calls, mailings, etc.).

Organization Operations

- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
- Responsible effective administration of Wilderness Trail operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Finance and Administration

- As the only year-round staff, be responsible for ongoing administrative duties such as responding to communications and coordinating the care of buildings and vehicles.
- Responsibly handle the deposits and expenditures with oversight from an accountant and a finance committee.
- Contributions account for 45% of Wilderness Trail's annual budget. The Director will be expected to nurture and encourage giving through personal contact and semi-annual direct mailings.
- As needed, provide leadership for fundraising campaigns (capital projects, anniversary campaigns, etc.).
- With the help of the Board of Directors establish and plan short and long-term goals for the growth and strengthening of the ministry.
- Develops and resources sufficient to ensure the financial health of Wilderness Trail

Other Job Responsibilities

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serving as Wilderness Trail's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various churches and organizations.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State.
- Supervise, collaborate with organization staff.
- Strategic planning and implementation.
- Oversee organization Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Property manager
- Other duties as assigned by the Board of Directors.

Working Conditions

- An office is currently located at First United Methodist Church of Waynesville. A change of off-season location could be negotiated.
- During the summer, the program demands the full attention of the Director. The Director is encouraged to take a week off once the summer has wrapped up. In the off-season, the Director may establish what his/her regular hours will be.
- Two weeks' annual vacation will be provided.
- Position reports directly to the Board of Directors

Salary Range: \$50,000.00-\$70,000.00

Applications are due by January 18, 2022

Email resumes to wtdirectorresume@gmail.com