

**CONGREGATIONAL SUMMER ASSEMBLY
MANAGING DIRECTOR
AUGUST 2020**

Organization Overview: The Congregational Summer Assembly (“CSA”) is a 100+ year old nonprofit organization near Frankfort, Michigan, situated between the beautiful shores of Crystal Lake and Lake Michigan. While founded in 1901 by Congregational Ministers, the CSA is no longer directly affiliated with the Congregational Church and now has a community of over 2,500 adults and children with diverse backgrounds and beliefs. However, it remains a spiritually-rich community steeped in tradition, where generations of families return each year from around the world to enjoy the same kinds of summer pleasures from 100 years ago, including worship, music, sports, arts, lake/beach and many other family-oriented activities. The CSA welcomes those from near and far who wish to share our commitment to family and community, and to promoting the overall welfare of its members. More information can be found at <https://summerassembly.org>

Position Title: Managing Director

Reports To: CSA Board of Trustees (managed by the President and the Executive Committee)

Job Type: Seasonal - Full Time 10 weeks during CSA summer season; 2-day Board Meeting in November every year; 1-2 additional weeks working remotely during the office season handling administrative and hiring duties

Direct Managerial Functions: Management and oversight of all department managers, including those responsible for: front office administration; sports, music, arts and educational programming for adults and children; spiritual life activities; facilities, grounds and ecology maintenance crews.

General Purpose Functions: Overall operational and maintenance responsibility for the CSA. This includes all CSA staff, programming and grounds/facilities, and oversight of day-to-day events, activities and issues, and execution of CSA mission. Includes executing programs to meet the evolving needs of the community – in partnership with an active, multi-generational community of staff and volunteers – that aligns with the CSA’s organization’s mission and support the organization’s values & goals. Ensure projects/goals are met and adhere to approved budget. Administer bylaws, policies and procedures established by the CSA and the Board of Trustees, and otherwise carry out the directives of the Board of Trustees and Executive Committee.

Education, Skills and Knowledge Requirements:

- 10+ years work experience with a minimum of 5 years of managerial experience required.
- Bachelor’s Degree strongly preferred.

- Proven experience in building and leading teams, and evaluating and overseeing diverse programs and staffing requirements.
- Excellent interpersonal skills, and comfort interacting with people across generations with diverse backgrounds and beliefs.
- Superior oral and written communication skills, including speaking to small and large groups.
- Highly effective listening, negotiation and mediation skills.
- Open-minded, hands-on approach and problem-solving expertise.
- Team player with a sense of humor, compassion, savvy and patience.
- Self-starter, and comfortable taking initiative to execute and streamline projects and/or day-to-day activities, including recruiting volunteers to accomplish goals and tasks.
- Proven ability to adhere to and uphold organizational policies, procedures and bylaws, and comfortable with administering such in a complimentary, confident and thoughtful manner.
- Knowledge of and understanding of the CSA's unique mission, history, spiritual life, culture, traditions and regulatory guidelines (i.e., bylaws, polices, procedures) strongly preferred (which can all be taught over time to a willing learner).

Essential Functions:

- Administer, direct and oversee CSA operations throughout the calendar year – though highly concentrated during the 9-week CSA summer season (June through August), with total accountability for the operation and maintenance of the CSA.
- General responsibility for, and understanding of, operational financial matters including day to day processes, overall asset protection and administering an annual budget of approximately \$300,000.
- Provide leadership to and manage the efforts of program managers to ensure appropriate support.
- Recruit, employ and manage all staff members in accordance with the guidelines established by federal, state and local regulatory bodies and the CSA Human Resources Committee, and in conformity with the approved CSA budget, and compensation and other policies. Includes working with the appropriate department managers and committees to employ staff with respect to staffing needs and issues.
- Retain and cultivate a diverse, highly qualified group of staff and volunteers, including providing appropriate career coaching, growth and, personal development opportunities for all.
- Ensure programs are sufficiently robust and complimentary to the CSA's mission enough to attract and appeal to diverse audiences and provide continued membership interest and participation.
- Build and facilitate a strong sense of volunteerism within members and across the community, so that infrastructure and program development are protected and continuously enhanced.

- Maintain timely and effective communication with the Board of Trustees and its committees by:
 - Alerting them to perceived needs and/or issues and problems, as well as organizational progress and successes.
 - Providing solutions to needs and/or problems.
 - Regularly reporting on the status of operations as well as recommending ways to improve the CSA's functions of them.
 - Contributing to idea generation and execution around new strategic initiatives to support ongoing growth and enhancement of the CSA.
 - Meeting with the CSA Board of Trustees President regularly each summer, and presenting at scheduled Board meetings throughout the year, to keep lines of communication open and current.
 - Works collaboratively with all CSA constituencies (Board, Committees and community members) to obtain and share feedback on programs/lessons/activities and suggest improvement opportunities.

Physical Requirements: While performing the duties of this job, the employee is regularly required to talk speak and hear. This position is frequently physically active and will require meaningful standing, walking, bending, kneeling, stooping, crouching, crawling and climbing. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DISCLAIMER: The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

TO APPLY for this position please send your resume to Holly Freeburg, ex-officio CSA Board of Trustees Past President, at hbfreeburg@hotmail.com