

# **Christ the King Center - Executive Director**

## **Who We Are:**

Christ the King Center (CtK) is a ministry of the Episcopal Diocese of Albany located in Greenwich, New York. The Center houses a Christian healing prayer center, retreat and conference center, theological library with over 20,000 volumes, youth summer camp, day care center, after school program and various religious, theological, and environmental education programs. CtK is located on 430 acres in the rolling hills of Washington County with miles of hiking trails and a view of the Green Mountains of Vermont.

## **Mission of Christ the King Center**

Christ the King Center equips Disciples to make Disciples for the Kingdom of God by ministering to the heart, mind, body and soul of people of all ages through Christ-centered prayer, Biblical teaching, and genuine hospitality, sharing Jesus' love and healing grace in a beautiful, Holy Spirit-filled setting.

## **Position Description:**

The Executive Director oversees all ministries and operations of the Center including program planning, financial planning and management, human resource management, marketing, development, fund raising, and strategic planning. The ministries of the Center include healing prayer, group and individual retreats, youth ministry (including summer camp, daycare and after school program), worship services, religious and secular conferences, lodging and dining, and educational programming. The executive director reports to the Bishop and the center's Board.

## **Requirements:**

- Must be a Christian with beliefs aligned with traditional, orthodox Christian values and the canons of the Episcopal Diocese of Albany. Affiliation with the Episcopal Church/Anglican Communion is desired.
- Record of proven leadership and management success. Leadership experience in non-profit organizations is desired.
- Effective communicator, both oral and written, with superiors, subordinates and peers.
- Must live on site (housing provided) to provide appropriate supervision and oversight of activities.
- Collaborative management style which fosters personal responsibility and staff development while growing the ministries of CtK.

**Expectations:**

- Guide the Center's ministry managers in developing and marketing effective programs to advance each ministry's objectives within the context of our mission to serve both the diocese and the wider church.
- In collaboration with the Diocesan Accounting Manager and ministry managers, develop and manage a comprehensive budget of planned income and expenditures by department, and a capital needs budget.
- Oversee recruiting, hiring, training and ensure effective management of all Center staff.
- Oversee an effective program of marketing and development to support the long term health and viability of CtK.
- Develop and implement both a short- term (one to three year) and a long - term (five to ten year) strategic plan for CtK in collaboration with the Bishop and the center's Board.

**Compensation** is commensurate with experience. Housing and utilities are provided as well as health insurance and other added benefits. Deadline for application is March 24, 2017. Please contact Elizabeth Strickland at [estrickland@albanydiocese.org](mailto:estrickland@albanydiocese.org) or 518-692-3350 x504.