

The Maclean Estate Committee is seeking to fill the position of Managing Director,  
Crieff Hills Community.

**PURPOSE:**

To manage Crieff Hills Community (CHC) subject to the direction and authority of the Maclean Estate Committee (MEC)

**MAJOR RESPONSIBILITIES:**

1. Liaise with MEC, including its committees and task groups, in defining the vision for Crieff Hills Community, and implement policies, procedures and programmes in order to realize the vision and enhance the effectiveness and prestige of CHC.
2. Oversee the design, development, marketing and administration of programmes and services.
3. Conduct all business and financial planning, development and reporting as directed by MEC.
4. Supervise day-to-day operations of CHC (e.g. Staff, Health and Safety, Financial Management, Property and Capital Assets, Public Relations and Volunteer Recruitment and Training).
5. Oversee the development, maintenance and use of the CHC land, buildings and equipment.
6. Create and promote opportunities to enhance the financial sustainability of CHC. (e.g. donations, fund raising and donor recognition)
7. Develop and maintain a plan for spiritual and professional growth and self-care
8. Liaise with The Presbyterian Church in Canada to appoint members to the MEC.

**COMPETENCIES:**

1. The Managing Director of Crieff Hills Community will:
2. Demonstrate a mature Christian faith, as well as a commitment to serve the Church and the broader community.
3. Have graduated from a recognized University or College in either Business Administration or Hospitality Management, have experience in retreat/conference centre management and outreach ministry, OR have an equivalent combination of education and experience in these fields.
4. Possess and demonstrate excellent interpersonal, supervisory, communication (both written and verbal), and financial management skills, including a demonstrated ability and commitment to work in a team environment.
5. Have working knowledge of software appropriate to the various aspects of the position.
6. Foster the development of Christian community with staff and clientele, consistent with the mission and vision of the Crieff Hills Community.
7. Be knowledgeable of funding opportunities through grants awarded through government and private programs.
8. Have knowledge of Presbyterian polity and governance.

## DETAILED RESPONSIBILITIES:

1. **Liaise with MEC, including its committees and task groups, in defining the vision for Crieff Hills Community, and implement policies, procedures and programmes in order to realize the vision and enhance the effectiveness and prestige of CHC.**
2. **Oversee the design, development, marketing and administration of programmes and services.**
  - a. Research data from government, society, business, similar organizations and economic environments which will have an impact on the organization.
  - b. Develop a strategic plan (which includes both short and long term goals), as well as a budget, in conjunction with the treasurer, for review, revision and approval by the MEC.
  - c. Develop material (print, social media) and a plan for the promotion of CHC among churches and society.
  - d. Develop a plan to evaluate the effectiveness of promotional initiatives.
3. **Conduct all business and financial planning, development and reporting as directed by MEC.**
  - a. Ensure financial integrity by maintaining accurate and complete financial accounts and tracking capital assets.
  - b. Provide safe-keeping for all financial and legal instruments and electronically stored information
  - c. Propose for MEC approval and control of the budget in accordance with the approved strategic plan
4. **Supervise day-to-day operations of CHC (e.g. Staff, Health and Safety, Financial Management, Property and Capital Assets, Public Relations and Volunteer Recruitment and Training)**
  - a. Hire and dismiss staff, reporting to MEC dismissals or resignations of fixed-time staff employed 2 or more years for exit interview purposes
  - b. Provide fair and ongoing “on call” time for all staff ensuring that the time is distributed fairly and appropriately.
  - c. Ensure that all staff have been trained in Leading With Care, Sexual Abuse and Sexual Harassment, and Health and Safety policies
  - d. Screen, orient and train volunteers in LWC, SA&H, and H&S policies
  - e. Review policies (Leading With Care, Accessibility, Sexual Abuse and Harassment) to ensure that they are updated and that compliance and challenges are addressed in a timely manner
  - f. Ensure appropriate supervision of volunteer activities, duly recognizing their contributions at CHC
  - g. With the MEC, review organizational structure, standards, policies practices and procedures to ensure their effectiveness and high standards
  - h. Assess the efficiency as well as the cost effectiveness of current technology
  - i. Assess the communications system(s) for sharing information among staff in order that they can effectively exercise their delegated authority

- j. Ensure that each staff person has an accurate job description and annual performance review
  - k. Promote professional growth of all staff, encouraging them to seek outside training and experience in their field as appropriate
  - l. Provide in-service training, team-building exercises and information-sharing at staff meetings
  - m. Monitor team objectives
5. **Oversee the development, maintenance and use of the CHC land, buildings and equipment.**
- a. Ensure that the property is kept in safe condition, and that all equipment is well maintained, properly used and safely operated
  - b. Maintain an up-to-date booking system for maintenance and operation of all equipment
6. **Create and promote opportunities to enhance the financial sustainability of CHC (e.g. donations, fund raising and donor recognition)**
- a. Create opportunities for financial donations through pledges, annuities, alumni gifts, wills and similar means
  - b. Associates and cooperates with MEC task groups in establishing ways and means of strengthening the financial foundation/stability of CHC, as well as ways and means of recognizing and thanking donors.
7. **Develop and maintain a plan for regular spiritual and professional growth and self-care.**
- a. Create and maintain a means of spiritual growth and self-care according to personal preferences
  - b. Search out and attend (at least every other year) appropriate conferences, seminars and/or workshops that promote professional growth.
  - c. Provide MEC with on-going professional courses for information.
8. **Liaise with The Presbyterian Church in Canada to appoint members to the MEC.**

#### MEASURABLE GOALS:

When these responsibilities are being fulfilled, the following may be expected:

1. Recognition of CHC within the Presbyterian Church in Canada as the conference centre of choice for local and national church-sponsored events.
2. Financial stability and sustainability in an expanding service market.
3. Preservation of the CHC legacy, property and facilities.
4. Stable and progressive relationships with all vested communities.
5. Confidence and respect of the MEC, staff and clientele.
6. Employee safety and wellness. A record of courses that track staff participation in LWC, and required WHIMS training will be reported yearly to MEC.
7. Goals and objectives will be clearly communicated to staff, MEC and community.
8. Good time management will be demonstrated with written reports provided to MEC and other agencies as appropriate.
9. Realistic goals and priorities to meet those goals will be established for the MD and the staff.

10. A growing awareness of how God is working through the MD, staff and MEC to support CHC's mission and vision.

**Hours of Work:**

The Managing Director will work 44 hours per week, with the flexible allocation of time to include evenings and weekends, depending on programme demands.

Starting date is May 1, 2018 (negotiable)

The deadline for receiving applications is February 9, 2018

Applications should be submitted to MEC Transition Team at:

employment [at] crieffhills [dot] com

and/or

Mr. David Phillips  
50 Wynford Drive  
Toronto, Ontario  
Canada  
M3C 1J7

We thank everyone for their interest but only candidates selected for an interview will be contacted.