

OKONTOE FELLOWSHIP

GRAND MARAIS, MN

JOB DESCRIPTION: EXECUTIVE DIRECTOR

Note to Candidates

Thank you for considering this role and amazing opportunity to help re-form the ministry of Okontoe Fellowship. This is truly a unique opportunity for the right person or couple to form and establish new ministries, programs and staff. We are confident the Lord will align hearts and minds and bring the right person forward. The Board of Directors stands ready to assist and support our new Executive Director.

Role Summary

Okontoe is to be a "light" in this world and a place for people to come, who may never otherwise step into a church and find the love of Jesus. "Okontoe Fellowship" is a 501c3 ministry, located off the Gunflint Trail, near Grand Marais MN. The property surrounds Bow Lake and includes several year-round homes, a 30+ site campground, several small cabins, a chapel and a group camp with a dining hall/lodge with an attached kitchen.

The Executive Director is to be the face of Okontoe Fellowship and will be responsible for the daily administration of the organization, staff coordination, direction setting, ministry oversight, fund raising and both internal and external communications. The ongoing promotion of Okontoe and what the Lord is doing within and through the ministries of Okontoe, will be a key component of this role. Regular communication with the Okontoe Fellowship - Board of Directors will provide directional approval and support for the ED's vision, plans, initiatives and programs.

Essential Duties and Responsibilities

- Develop and maintain a positive ministry image and positive relations between the ministry and donors, vendors, guests, visitors and the community.
- Develop and implement plans for maintaining, repairing or replacing existing structures and equipment to provide a safe environment for staff and guests.
- Ensure the ministry operations comply with all applicable laws and regulations.
- Develop, monitor, and implement policies and procedures appropriate to the operation of the ministry.
- Serve as the final authority for employee relations and personnel matters, has ultimate authority for hire/fire decisions, compensation and disciplinary actions.
- Handle negotiations with outside parties on behalf of the ministry.
- Oversee all operational areas of the ministry and provide supervision to staff:
 - Responsible for developing a staffing model
 - Directing and developing staff
 - Setting expectations for staff and reviewing staff performance

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- Develop and implement a plan to raise support for themselves, as well as the ministry.
- Develop and implement plans for Discipleship Programs, Discipleship Camp Utilization, Chapel Activities, Campground Marketing, and Sunday Morning and Other Services.

Organizational Relationships

- Directly accountable to the Okontoe Fellowship Board of Directors.
- Responsible for all staff personnel.
- Provides reports on all aspects of the ministry as requested by the Board.

Qualifications

- A person whose values and passion for ministry aligns with the original vision of Okontoe Fellowship.
- The ability to collaborate with people while making difficult decisions.
- Previously demonstrated leadership skills.
- Budgetary and fiscal management experience.
- Previously demonstrated planning and implementation skills.
- Marketing and Fundraising experience along with the willingness to execute.
- Comfortable with public speaking and promoting Okontoe.
- Satisfactory Background Check

Executive Director

The role of Executive Director (ED) may, under the right circumstances, be a part-time role. This would allow the ED the opportunity to maintain a paid position outside of Okontoe. The Board of Directors is willing to consider a hybrid role and work through the complexities with the ED candidate.

If you would like to learn more about the Executive Director position, please contact Bridget Barr (Treasurer of Okontoe Fellowship Board and Interim Executive Director) or Bob Boddy (Chairman of the Okontoe Fellowship Board of Directors).

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