



A Chautauqua on Lake Michigan

National Historic Landmark est. 1875

## EXECUTIVE DIRECTOR - BAY VIEW ASSOCIATION OF THE UNITED METHODIST CHURCH

### ABOUT BAY VIEW ASSOCIATION

Bay View Association of the United Methodist Church (Bay View) is a Chautauqua located on the southern shore of Michigan's Little Traverse Bay. A National Historic Landmark community founded in 1875, Bay View is situated on 337 beautiful terraced acres in the northwest portion of Michigan's Lower Peninsula. Bay View is home to more than 30 public buildings, nearly 450 cottages and two inns. Every summer we offer superb music, worship, lectures, and seminars, all open to the public. Additional information about Bay View can be found at [www.bayviewassociation.org](http://www.bayviewassociation.org).

Bay View's mission is to be an institution in which Christian values and traditions are central; to enrich the human experience for individuals and families within Bay View and the surrounding community through a seasonal program of religious, educational, cultural, and recreational opportunities; to provide a Christian perspective in a changing world.

Bay View is a 501 (c) (3) nonprofit organization.

### THE POSITION

The Executive Director is the Chief Executive Officer of the Bay View Association and is responsible for the overall management and operation of Bay View. In this capacity, the Executive Director reports to the President of the Board of Trustees and is responsible for the organization's consistent achievement of its mission and objectives; assuring that Bay View makes consistent and timely progress. The Executive Director provides leadership in developing programs, short and long range strategic plans with the Board of Trustees and staff, and implements those plans and policies authorized by the Board.

Working with the Finance Committee, the Executive Director is responsible for the development of the annual budget and, after approval by the Board, is responsible for the financial management of Bay View, including developing and maintaining sound financial practices, and facilitating the annual audit conducted by an independent CPA firm. The Executive Director will prudently manage Bay View's \$4.5 million annual budget within the approved guidelines.

While Bay View is a seasonal community with seasonal programming, the Executive Director position is a full-time position. In the off-season, the Executive Director has 10 direct reports, of which 4 are part-time, and a total staff of 12; while during the main season, the Executive Director's direct reports increases to 12 and total staff to 200. A crucial responsibility for the Executive Director is to lead and support his/her staff. The Executive Director is responsible for operational excellence within Bay View.

During the season, Bay View is a cultural community, and as such, the Executive Director is responsible for working with the program leaders and committees to improve the quality and effectiveness of each of the cultural programming areas annually.

The Executive Director represents Bay View to the surrounding community. Good working relationships with the local Chamber of Commerce, other cultural partners, etc. is essential.



## QUALIFICATIONS

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### REQUIRED

- Minimum of 7 years of executive level business management experience
- Management Skills and Experience
  - Management experience; ability to manage a group of diverse stakeholders including direct management of a team;
  - Possesses a coaching leadership-style; team-player who is willing to be involved in the work of the association
  - Demonstrated ability to work collaboratively, build & leverage partnerships, foster an environment of trust
  - Willingness to address performance issues and work with people to improve
  - Comfort with “bugging” volunteers for status reports; finding out what the roadblocks are and removing them
- Leadership Skills and Experience
  - Demonstrated leadership ability
  - Strong communication and interpersonal skills; ability to employ strong negotiation and influence skills to collaborate with and motivate Board and committee members
  - As the “face” of Bay View, the Executive Director must be polished, diplomatic, and an ambassador who can deal with strong personalities and has well developed conflict resolution skills. Exceptional networking skills are a must.
- Project Management Skills and Experience
  - Experience successfully achieving strategic plan objectives
  - Possesses organizational skills which make it possible to complete projects in a timely manner and keep numerous balls in the air at the same time
- Other Skills and Experience
  - Experience with revenue-based budgeting, financial planning and forecasting, and financial management and administration
  - Bachelor’s degree in business or public administration
  - Experience working with or for a board of directors
  - Demonstrated member-service orientation
  - Experience working in a community driven environment

### PREFERRED

- MBA or Master’s in Public Administration
- Advanced experience using social media for organizational communication and visibility
- Experience with fundraising
- Experience in a cultural programming environment
- Knowledge and understanding of public infrastructure

Additional information about Bay View and the Executive Director position can be found in this [brochure](#).

Salary range \$80,000 to \$110,000, based on skills and experience. To apply, email your resume, cover letter, salary history and references in confidence to [edsearch@bayviewassociation.org](mailto:edsearch@bayviewassociation.org). For consideration, all applications must be received no later than 5:00 p.m. on Monday, June 8, 2015.

