



**Southern New England Conference**

United Church of Christ

*Living the Love & Justice of Jesus*

**TITLE: Business Manager SLCC**

**REPORTS TO:** Executive for Camps and Retreats SLCC

**EMPLOYMENT STATUS:** Full Time

**POSITION SUMMARY:** The Business Manager is responsible for the overall operations of the Silver Lake Conference Center, focusing especially on retreats and finances. This position assists with the preparation of presentation materials for the Silver Lake Conference Center Board of Directors, various committees, and Conference Staff as needed, giving special attention to the cost analysis of revenue streams, events and operational costs.

The Business Manager serves the God we know in Jesus Christ through the United Church of Christ by providing an environment and a culture that embodies the 4-part vision of the Southern New England Conference to: Make disciples of Jesus Christ; Make God's love and justice real; Bring new life as agents of change; and form covenant partnerships especially as it relates to how colleague & staff interactions take place. The position should be conducted in a way that reflects

**RESPONSIBILITIES and DUTIES:**

- Manages and tracks the full operational budget of Silver Lake, reviews and summarizes the miscellaneous reports and documents (especially those around usage), financial forecasts, trends, and prepares monthly cost analysis compared to budget for the Executive for Camps & Retreats SLCC, Site Manager, Program Director, and Food Service Manager
- Seeks, negotiates and implements operational cost-saving initiatives, with vendors, services, utilities, etc.
- Prepares the back-up documents needed and makes the regular deposits and bill payments, at least twice a week
- Assists in the pipelining or forecasting preparation as well as the development and implementation of new business streams, grant proposals, etc., working with the Executive for Camps & Retreats SLCC and Board's blessing
- Prioritizes and handles multiple projects simultaneously and follows through issues in a timely manner

- Schedules and attends recruiting/marketing/promotional events (such as visits with congregations or deans, ambassadors at camp fairs, job fairs, annual meetings, Ambassador/church promotions, etc.) especially during retreat seasons to promote the business and ministry goals of Silver Lake
- Maintains and expands and tracks Camp Store operations, retreat operations, and office operations, with special attention to financial record-keeping, organization and generating reports as needed
- Participates in weekly staff meetings, or as scheduled
- Relates positively and effectively to Board of Directors and functions as a staff liaison to the Board and Development, the Implementation & the marketing Committees
- Organizes broader fundraising initiatives (with guidance from Development Task Force) and supports and assists in annual fund development efforts and special fund-raising events, as scheduled
- Contributes to and participates in the long-range planning process
- Serves as a member of the Silver Lake professional, year-round, staff team and provides support and assistance to the Program Director
- Continues upkeep of licensing requirements, providing liaison with State Youth Camp Department
- Markets/recruits and tracks retreat groups bookings/billings, special events
- Responsible for the scheduling of site use
- Conducts evaluative follow-up with all groups to obtain feedback on their time and experience at Silver Lake, utilizing (and sharing with the appropriate SLCC staff members) information gained to strengthen the program and improve the participants' experience
- Develops and markets new programs to attract new groups, resulting in growth of participants served and increased income generated
- Acquires all needed retreat group information for the Year-Round staff to provide a welcoming experience at Silver Lake. Material is updated continuously and shared weekly with staff in preparation for groups.
- Handles/processes insurance and Worker's Compensation claims
- Oversees orderly approach to database management of retreats, donors, and vendors and assist with supervision/direction of Registrar with respect to these functions
- Processes/tracks time sheets of weekend staff

**Expansion of Administrative Expectations during summer season:**

- May fills in during Executive for Camps & Retreats SLCC days off or absence
- Attends Deans Meetings and Coordinators meetings as needed

- Serve at least one night a week as Director on Duty, and attends all-conference worship and meals to be accessible to and support the conferences and summer program
- As Director on Duty and as Alternate Executive, the Business Manager supports the high behavioral expectations and adherence to the Covenant and rules for all summer staff
- Oversees and is responsible for the effective running of the Camp Store including the following:
  - o Tracks and is responsible for all incoming and outgoing money
  - o Supervises the Store Manager and trains them to train & manage all workers
  - o Ensures effective and efficient inventory management to provide a complete line of healthy, popular food and drink options, camp clothing, necessities for guests, and SLCC Memorabilia whenever the store is open
  - o Directs the design and look to market and attractively display merchandise
  - o Makes sure the conferees are being served in a timely, positive manner and are having a great experience at the Camp Store.
- As a key member of Admin. Team and Alternate Executive is a point person for the nurses' paperwork processing, and supports the nurse and Executive in making decisions regarding sending conferees or staff home or Emergency Procedures activation (ambulance calls, reporting to Youth Camp License if hospitalization occurs, etc.) to ensure timely compliance with regulations and policies.
- Other duties as assigned

## **QUALIFICATIONS:**

- Bachelor's degree in accounting or equivalent relevant experience
- Previous experience with budgeting required
- Experience in oversight of the payroll process required
- Strong problem solving, written and oral communication skills required
- High degree of self-initiative and ability to function with minimal direction
- Ability to multi-task in a high pace, youth-oriented setting (summer in particular)
- Demonstrated ability to work within a team environment

**SALARY:** \$ 36,000 - \$46,000 depending on relevant credentials and experience

**BENEFITS:** In order to be eligible for Conference provided benefits, an employee must work at least 28 hours per week.

**Health, Dental and Vision:** That the Southern New England Conference provides a full array of health benefits, provided by the UCC Pension Board, Plan A. With a belief in cost sharing, the Conference will pay 85% of the cost of individual health coverage, and 80% of the additional incremental cost of family coverage, for all those who are eligible for and elect such coverage.

**Pension:** The Conference will contribute 14% of salary basis to the pension plan of the UCC Pension Boards.

**Life and LTD Insurance:** All eligible employees will be enrolled in the Pension Boards Life & LTD insurance at Conference expense.

**Sabbatical / Professional Development:** Program Tier

**APPLICATION:**

Submit cover letter to Ryan Gackenheimer at [ryang@silverlakeect.org](mailto:ryang@silverlakeect.org)

**CLOSING:** October 27, 2020

**EEOC POLICY:** The Conference provides equal employment opportunities and does not discriminate in employment opportunities or practices on the basis of race, color, religion (except insofar as ordination or religious background may be a qualification for a position), sex, national origin, ancestry, age, disability, marital status, sexual orientation or preference, gender, gender identity or gender expression, pregnancy, genetic information, military status, or any other class or status protected by law. This policy governs all aspects of employment, including prospective employment and the application and interview process, selection, job assignment, compensation, discipline, termination, and access to benefits and training.