



Job Title: Business Manager

Reports to: Executive Director

Direct Reports: Book Keeper, Registrar, Tuck Shop Manager

Work Location: Torrance, Ontario

#### Position Purpose

Camp Crossroads exists as a Christ-centred ministry to support the local church in making disciples and developing leaders.

Camp Crossroads (CC) is affiliated with the [Ontario Mennonite Brethren Conference of Churches](#). It functions as a summer camp for kids, youth and families and also operates as a year-round retreat centre.

Reporting to the Executive Director at Camp Crossroads, the Business Manager will provide overall oversight and hands-on support to ensure all business activities at Camp Crossroads are effectively set-up and managed to support current and future needs. This position will be expected to provide leadership, strategic direction and sound financial management within the organization.

As an ambassador for Camp Crossroads, you ensure that all activities promote, enhance, and protect the central mission, vision, and values of our organization. We also ask that you support and are committed to live out the [Mennonite Brethren Confession of Faith](#) in your own values and personal life decisions.

This is a permanent, full-time position with the expectation of working at 1224 East Bay Road, Torrance Ontario, Canada.

#### Key Duties and Responsibilities

##### Spiritual Leadership

- Model Christ in word, actions and all relationships.
- Model and promote Camp Crossroad's Mission, vision and values.
- Seek Christ in prayer for direction and management, submitting to Him all business activities at Camp Crossroads.
- Pray for kids, youth, families and fellow CC staff. Ensure that all positional responsibilities at CC are designed and carried with a heart's disposition of prayer and dependence on the person of Jesus Christ.
- Attend staff meetings and devotions.
- Personal knowledge and experience of the saving work of Jesus Christ, pursuing personal spiritual growth and involvement in a local church.

#### Staff Culture and Management

- Work alongside the Executive Director to build and maintain a culture where paid and volunteer staff are equipped, supported and led as a unified team whose common goal is to serve our guests and one another as Christ modeled.
- Recruit, assist in hiring, lead, train, equip and supervise paid staff and volunteers in the running of the business activities at Camp Crossroads.
- Conduct performance reviews of direct reports.
- Encourage vision, and develop understanding of roles in all aspects of the business activities.
- Create and implement staff development plans for direct reports, conduct performance evaluations of direct reports.
- Help to define and create job descriptions, create and maintain corporate memory, develop standard operating procedures.
- Facilitate effective communication with the Executive Director, as well as between and within various departments.
- Build a truthful, accountable, forgiving, joyful and healthy work culture.

#### Strategic Direction

- Work with the Executive Director to develop strategic financial plans that create financial sustainability and optimize capacity in pursuing initiatives, projects and priorities in support of Camp Crossroads.
- Work with the Executive Director to assess organizational spending and implement strategies to cut costs where possible.
- Forecast financial trends based on analysis.
- Work with staff team to develop and oversee marketing strategy.

#### Budget Management

- Lead staff team in monitoring cash flow, purchasing and other financial transactions.
- Process invoices and receipts in a timely manner.
- Collaborate with staff team and Board finance committee to prepare yearly budgets.
- Report variances to Executive Director of expenditures as they relate to set yearly budget.

#### Reporting

- Work with book keeper to generate monthly financial statements.
- Distribute monthly financials to staff team department heads.
- Work with book keeper to produce reports as needed.
- May need to generate and present reports at Board Meetings or for Donors.

#### Fund Raising

- Assist with donor development as needed.
- Help design and run fund raisers.

### Systems

- Manage and develop systems to ensure accountability and efficiency for invoicing, payments, credit cards, and all business accounts.

### Governing Bodies

- Ensure all of the organization's financial activities comply with the provincial and federal law.
- Assess, manage and acquire necessary licenses, insurance policies and applicable memberships.
- Maintain records as required by provincial and federal law, insurance requirements, and industry standard.

### Administration

- Hire, recruit, train and provide effective supervision for Registrar, Book Keeper, Tuck Shop manager.
- Oversee, obtain and negotiate business accounts for optimal prices.

### Personal and Professional Development

- Pursue opportunities to learn and grow through conferences, courses, books, podcasts and traveling to other camps

## Qualifications

### Spiritual

- Personal knowledge and experience of the saving work of Jesus Christ.
- Support and agreement of Mennonite Brethren Confession of Faith.
- Servant Leader.
- Coachable disposition.

### Education

- Possess a college or university degree or experience equivalent in related field.

### Experience

- Minimum 5 years business management.
- Experience in setting/managing budgets.
- Basic Computer Literacy and keyboarding skills to create reports and use spreadsheets.

### Other requirements

- Understand accepted business practises and data privacy standards.
- Strategic Thinking Skills.
- Capacity to build and maintain healthy relationships while keeping staff accountable.
- Strong oral and communication skills.
- Excellent management and organizational skills.
- Legally entitled to work in Canada.



- Full motor vehicle licence for Ontario.
- Current clean criminal record check, including vulnerable sector search required

### Work Conditions

#### Work Location

- Work is performed in a rural camp setting.
- Work is performed in an office provided on site at 1224 East Bay Road, Torrance, Ontario.
- May work from home when applicable.
- Required to travel as needed to meetings, events etc.

#### Physical Requirements

- The employee is required to see, hear and speak English.

#### Work Conditions

- Must be able to function in a sitting or standing position.
- Work is deadline driven.
- Work rhythm is seasonal in nature and long hours may be required at certain times.
- May be required to work evenings, and weekends.

#### Work Hours

- Generally 40 hours/week of work is expected.
- Work weeks in excess of 40 hours will be required during peak times.

#### Hazards

- Work hazards are considered minor and controllable.

NOTE: This job description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements. Other duties may be assigned.