



Executive Director

Bay View Association of the United Methodist Church (www.bayviewassociation.org), a member of Chautauqua Trails, invites inquiries, nominations, and applications for the position of Executive Director. 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 Comptroller, the Executive Director is responsible for the development of the annual budget. This position is responsible for the financial management of Bay View. The Executive Director will prudently manage Bay View's \$2.5 million annual budget, a \$625,000 Real Estate Management budget, and also endowments of \$11.2 million, 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 nine direct reports, of which four are part-time, and a total staff of 19; while during the main season, the Executive Director's direct reports increases to 13 and total staff to 200. A crucial responsibility for the Executive Director is to manage 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 Directors 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

Required:

- Minimum of five years of executive-level business management or law 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 encouraging 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 necessary.
- Project Management Skills and Experience
 - Proven ability to formulate and accomplish long-term plans
 - 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
 - Ability to understand financial reports; profit, non-profit and fund accounting
 - 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

Founded in 1875 on the shores of Little Traverse Bay, Bay View Association has been drawing seasonal residents and visitors from all over the United States, and abroad, to its Annual Summer Assembly Program that takes place from mid-June to mid-August. As a National Historic Landmark, Bay View’s 337-acre property includes 445 Victorian cottages, two historic hotels, a library, two auditoriums, a post office, gift shop, museums and numerous other community buildings.

Bay View is a private association but is not a gated community and welcomes members of the public to Association events. Bay View is a seasonal community with occupancy of cottages limited to May through October. Many current cottage owners represent the third to seventh generations of their families. Bay View represents a uniquely American experience functioning as a means to reflect, renew, reconnect and rejoice in peaceful lakeside surroundings. As a 501(c)(3) non-profit organization, Bay View has four program areas including Performing Arts, Worship and Religious Life, Education and Recreation. Additional information about Bay View can be found at www.bayviewassociation.org.

MISSION – Bay View Association strives to be an institution in which Christian values (such as love, faith, grace, hope, respect, hospitality, and service to others) 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 Association is being assisted by the search firm Hyatt-Fennell, Executive Search Plus. Please visit www.Hyatt-Fennell.com for an expanded profile of the position. Submit applications, which include a letter of interest, a current résumé/cv and contract information for five professional references, via email to: **BayViewAssociation@Hyatt-Fennell.com**. Applications will be reviewed as they are received and should be submitted prior to **December 15, 2023** to receive full consideration. All applications and nominations are considered highly confidential.



For more information:
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