



JOB DESCRIPTION: UPCaM EXECUTIVE DIRECTOR

United Protestant Campus Ministries in Cleveland, Inc. - UPCaM is a Christ-centered ecumenical ministry welcoming all students into an open and caring community to connect, explore their faith and make an impact on our world. <https://www.upcam.org/>

Purpose of the position:

The purpose of this position is to serve area college students from an ecumenical protestant faith orientation. The Executive Director shall serve as a campus minister to students during their college experience. You will develop and initiate programs, seminars, events, and ministries; engage and support emerging leaders; and maintain a loving and inclusive presence.

General Tasks:

- Work in partnership with the Board of Trustees so that we can fully know your programs, issues, hopes, and questions, including annual measurable goals for ministry. We seek a trusting and open flow of communications. Attend Bi-monthly Trustee meetings, sharing information, asking questions, and seeking feedback on the ongoing activities. Written reports should provide updates and achievements.
- Be a highly visible, approachable, and credible Christian presence for students, staff, and faculty.
- Create a cooperative and respectful relationship with campus leaders from other faith traditions and institution administration.
- Develop trusting relationships with students as a campus minister and supportive adult. This can include worship leadership, counseling, pastoral care, and general pastoral duties.
- Set appropriate boundaries around your ministry and your personal life. Function as a “safe adult” in all your interactions with students.
- Develop budgets, track spending, and monitor the financial status of the ministry. Become familiar with the funding stream and communicate with funding sources. Seek new donors and express gratitude to current donors. Though not required, familiarity with the preparation of grant proposals is highly desirable.
- Speak/preach when invited to share the story of UpCAM with current or potential funding sources, including cultivating new relationships and opportunities with local Protestant congregations.

Essential Functions:

- Be present on campus among the student population. Attend campus events. Welcome new students. Invite people to come and see what UpCAM is and can offer.
- Supervise any additional staff (including coordination with bookkeeper), interns or volunteers.
- Envision new ministry efforts, learn best practices from peers. Participate in continuing education and grow in this ministry.
- Basic proficiency in Microsoft Word/Excel/Powerpoint, Canva, Gmail, Google Drive. Ability to manage website and social media.

Details:

- Develop a work week with a bias toward being with students, followed by administrative and funding tasks. This is currently a full-time job (exempt) but could be less than full time or a shared position in order to bring the most gifted and vital leader to this ministry.
- This is a year-round position. Sick time, holidays, and vacation to be determined.
- While the ministry has existed in some form on three campuses in the past, the Board wishes to focus on Case Western Reserve University and its ancillary programs at this time.

Compensation:

Annual salary, healthcare and retirement benefits available. Hybrid/flex work available.

A portion may be designated as a housing allowance if desired/applicable.

Supervision:

- You are accountable to the UpCAM Board of Trustees who will support you, evaluate performance, set compensation, and work with you to empower your ministry. In addition, you may be accountable to your own judicatory, bishop, or denominational body. And you are always on campus as a guest of the host university.

Interested parties should submit a letter of interest and a resume electronically to both of these email addresses no later than **June 25, 2024.**

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