

# Job Posting

## Parchment Valley Conference Center Director of Operations

The Parchment Valley Conference Center, located in Ripley, WV, is a ministry of the West Virginia Baptist Convention. The Conference Center is currently seeking a Director of Operations to provide management, marketing, and leadership for the Conference Center.



### A summary of the job expectations includes:

- Work with the Conference Center Board of Directors to provide oversight, leadership, vision and supervision for the Conference Center.
- Work with the churches, associations and auxiliaries of the West Virginia Baptist Convention to provide facilities and programs that are mutually beneficial.
- Provide direct supervision for the department managers (currently – Guest Services, Food Services and Maintenance) and serve as the personnel and training officer for the Conference Center.
- Be responsible for the preparation and management of the Conference Center financial budget.
- Maintain an atmosphere conducive to education and spiritual renewal at the Conference Center.
- Oversee and ensure that the Conference Center operates in a safe manner and all employees and activities are observing the policies and procedures established by the West Virginia Baptist Convention and Conference Center Board of Directors.
- Develop a marketing plan to maximize the utilization of the facilities according to the mission, vision and purpose of the Conference Center; create a source of revenue and financial support and increase the client base of the Conference Center.
- Build strong relationships with West Virginia Baptist Convention churches and leaders; with local community officials and organizations; and with volunteers and other nonprofits.
- Increase the client base of the Conference Center to include West Virginia Baptist Convention churches, associations, other church groups, non-profits, businesses, and individuals as meets the availability and mission of the Conference Center.

### Minimum qualifications are:

- Committed follower of Jesus Christ.
- Person of integrity and good moral character.
- Faithful and dependable with a willingness to work long hours when necessary.
- Relational personality and willingness to initiate conversations with prospective clientele.
- College degree or equivalent.
- Five years of management experience.
- Experience in marketing, promotion and sales is preferred.
- Ministry and/or pastoral experience is preferred.
- General knowledge of the Parchment Valley Conference Center and the West Virginia Baptist Convention or willingness to learn.

To submit a nomination or an application, send documents via email to: [sisson@wvbc.org](mailto:sisson@wvbc.org).

Applicants should submit a brief letter of interest and resume.

Interested persons are asked to apply no later than: July 1, 2024.