

## **Director of Special Projects and Ministry Support**

Dry Bones Ministries and Our Lady of Mount Carmel (OLMC) Adventure Camp & Retreat Center  
*Location: Volant, PA | Full-Time | On campus | Reports to: Executive Director*

### **Mission Alignment**

This role supports a Catholic ministry dedicated to awakening hearts and allowing people the opportunity to encounter Christ through nature, the sacraments, targeted programming and authentic Catholic community. The Director of Special Projects and Ministry Support is a key member of the team who will execute mission-critical projects to set the stage for our next phase of growth. This position will help Dry Bones Ministries and OLMC Adventure Camp & Retreat Center, to bring faith to life for youth, families, and retreat participants in western Pennsylvania and beyond.

### **Position Summary**

The Director of Special Projects and Ministry Support will plan, execute, and evaluate projects focused on fortifying infrastructure and creating impactful guest experiences and authentic Catholic hospitality for campers, retreat participants, families, benefactors and staff. The Director of Special Projects will collaborate closely with ministry leadership, including the Executive Director, Director of Operations, other team members and contractors to foster a Christ-centered culture of teamwork and service.

### **Key Responsibilities**

#### *Project Management and Continuous Improvement*

- Directly manage all phases of the project management lifecycle of key ministerial initiatives, including but not limited to requirements, charters, timelines, deliverables and associated budgets.
- Routinely report on project status to the Executive Director and make recommendations for potential changes in scope and budget, as needed.
- Evaluate operational processes to identify opportunities for improvement.
- Where appropriate, explore the use of technology solutions to improve operational efficiency and guest experiences.
- Ensure processes are documented and compliant with organizational and regulatory requirements.
- Provide support, as needed, for other ministry projects not under the Director's purview.

#### *Hospitality and Guest Experience*

- In close collaboration with the Director of Operations, ensure hospitality and guest experiences are optimized in support of our mission and reputation.

- Coordinate with retreat and camp program leads to ensure alignment of guest needs and facility resources.
- Support the execution of camp offerings as assigned.

### *Fundraising Operations & Support*

- Manage daily donation processing, thank you letters, and related tasks within the Customer Relationship Management (CRM) system, Little Green Light (LGL).
- Provide monthly donor reporting to Executive Director and Board.
- Compile and deliver year-end giving statements to donors.
- Coordinate and manage all aspects of giving campaigns – e.g., mailings, communications, tracking, and reporting.
- Support the logistics for fundraising events throughout the year – e.g., our annual “Taste of Camp” event, open houses and “Come & See” events.
- Support responsible stewardship of physical and financial resources with integrity.
- Other duties as assigned.

### Ideal Candidate Profile

- Practicing Catholic in good standing, passionate about evangelization.
- Strong organizational and communication skills with attention to detail.
- Working knowledge of project management methodologies e.g., Agile and Waterfall.
- Familiarity with change management models such as PROSCI.
- Bachelor’s degree and 2-3 years’ experience in project management, operations management or related field.
- Ability to lead with humility, joy, and a servant’s heart.
- Comfortable working in a dynamic, outdoor, and faith-filled environment; flexible schedule to accommodate the needs of the ministry required.
- Camp, retreat, ministry, or nonprofit project management preferred.
- Excellent interpersonal, time-management, and collaboration skills.
- Proficiency with Microsoft Office, Google Workplace, and general computer skills.
- Event planning experience a plus.

### What You’ll Gain

- A front-row seat to transformative encounters with Christ.
- A supportive team rooted in prayer, purpose, and community.
- A chance to shape lives and build the Kingdom, one guest, one retreat, one moment at a time.

Does this sound like you? If so, please email your resume and cover letter to Executive Director Paul Unni, [paul@drybonespgh.org](mailto:paul@drybonespgh.org).