

Executive Director

STAFF PURPOSE

The Executive Director seeks to lead and serve as a faithful part of God's work in and through the ministry of Glen Lake and the Central Texas Conference of the United Methodist Church (CTCUMC). The Executive Director serves on a ministry team dedicated and committed to a team approach to the ministry entrusted to us.

JOB SUMMARY

The Executive Director (ED) works with the Glen Lake Camp & Retreat Center (GLCRC) Board of Directors (BOD) in cooperation with the Executive Director of Roberts Center for Leadership and Administration in carrying out the conference camp and retreat ministry. The ED performs general oversight of the entire ministry including visioning, fundraising, facility, program, food service, summer camp, hospitality group ministry, administration, and all other work needed to fulfill the mission.

DUTIES AND RESPONSIBILITIES (includes but not limited to)

- Oversee the total camp and retreat operations and adhere to all policies set by the GLCRC BOD
- Assist the BOD in formulation of policy and policy implementation; supporting the BOD in strategic and master planning
- Expand the existing development and fundraising efforts to support BOD goals
 - Expand and engage the existing portfolio of donors
 - Continue the launch of the capital campaign
 - Implement a plan to identify, cultivate, solicit and steward annual, major and planned gift donors.
- Be responsible for the necessary administration needed for the operation GLCRC.
 - Recruit, interview, hire, train, supervise, inspire, lead, develop, and evaluate staff
 - Oversee and support the Operations Director, Program Director, Guest Service Director, and Retreat Coordinator by collaborating on planning and implementation of strategic plan
- Partner with the Annual Conference staff and provide an annual report to the Bishop, Cabinet, Districts, local churches, and the Conference as to the ongoing work and mission of the ministry of GLCRC
- The ED must maintain a healthy value system, including moral and ethical behavior consistent with Glen Lake's mission and core values.
- Operate the camp in compliance with all applicable state and local regulations (food service, health, etc) and in compliance with American Camp Association (ACA) standards.

WORKING CONDITIONS

The ED is considered a professional position. The work schedule will vary and will include some nights and weekends as well as travel. This staff member must perform in a professional manner, taking care to keep the mission of Glen Lake the number one priority.



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QUALIFICATIONS/EDUCATION/LICENSURE

- Mature adult with a deep Christian faith consistent with the standards of the United Methodist church, whose Christian faith is a guiding force in his/her everyday life and who is willing to share that faith with guest, staff members, and donors
- Vision, energy, and passion for camp and retreat ministry and the outdoors
- Experience and ability to lead and work effectively with a team
- Ability to manage systems, financial, operational, and people
- Welcoming spirit of radical hospitality and drive for quality, outcome, purpose and mission driven ministry
- Bachelor's Degree from an accredited college or university with a broad-based education that will facilitate communication on a variety of topics, related area, or experience and professional certification
- At least 2 years experience in administrative or supervisory role in camp and retreat ministry.
- Familiarity with the core areas of accepted camp management practices and has attended professional development workshop, institute, seminar, or course

PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, stand, and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 5-10 pounds on a regular basis and up to 50 pounds on an occasional basis. Manual dexterity and coordination are required over 80% of the work period while operating equipment such as computer, vehicle, and similar machines.

The Executive Director will adhere to the principles of confidentiality concerning the business of this ministry.