



CAMP MITCHELL

**10 CAMP MITCHELL RD
MORRILTON, AR 72110**

Executive Director Position

February 2022

Camp Mitchell Camp and Retreat Center (CMCRC), a ministry of the Episcopal Diocese of Arkansas, is seeking its next Executive Director.

As a ministry and spiritual heart of the Episcopal Diocese of Arkansas, Camp Mitchell serves children, youth, adults, families and congregations by providing welcoming and ecumenical year-round opportunities to gather for spiritual and baptismal formation, fellowship, study, reflection, and renewal, and by virtue of The Great Commission, sending out all who gather enriched and excited about sharing God’s love.

Camp Mitchell sits on 400 beautiful acres running along the south brow of Petit Jean Mountain near Morrilton Arkansas. Its majestic cliffs overlook the Ada Valley and the grand Arkansas River. The forested site provides recreational facilities such as hiking and nature trails, a swimming pool, basketball, volleyball, tennis, and pickle ball courts, along with an open field for soccer, kickball or other outdoor activities. Many species of bird and wildlife make their home at Camp Mitchell.

Camp Mitchell—the event—was organized as a children’s summer camp in the mid-1930’s on Stout’s Point at Petit Jean Mountain. Camp Mitchell—the facility—was established in 1946 when the Episcopal Diocese of Arkansas purchased Stout’s Point and the acreage westward. The Camp went into operation in June 1949.

Mission

Camp Mitchell developed a new mission statement in early 2021. It provides the foundation for the operation and future vision for the Camp:

Camp Mitchell seeks to restore all people to unity with God and each other through work, worship, and play.

This mission is achieved through core pillars that speak to the strengths, heritage, and traditions of the camp:

- **Christian Hospitality.** Camp Mitchell is, above all else, centered in the hospitality business. All efforts must be given to ensure anyone who works with the camp feels welcomed and cared for.
- **Radical Inclusivity.** As part of the Episcopal Church's stance on matters of human sexuality, racial reconciliation, and the innate goodness of all people, Camp Mitchell will strive to be a place of radical inclusivity and welcome.
- **Care for Creation.** The spectacularly beautiful surroundings that blesses Camp Mitchell is a unique, compelling call to care for all God's creation. Programs, lessons, and just quiet time on the Mountain will strengthen participants' connections with Creation and its care.
- **Spiritual Growth.** Secular, inter-faith, and interdenominational groups can find Camp Mitchell to be a place to deepen one's connection with the divine. The Camp's life-giving beauty and vistas contribute to the sacred nature of the space. Formation--for all ages--centers the programming the Camp will offer.

Camp Mitchell's Immediate Future

Like many Camps and Conference centers, Camp Mitchell was forced to close its daily operation in March of 2020. Its outdoor chapel and gathering spaces were used for weddings and receptions since that time. In September of 2021, a self-contained unit,

Canterbury Lodge, was made available for group rental.

With strong support from the diocesan bishop, the Executive Council, and churches across the Diocese, Camp Mitchell is in the process of establishing itself as a 501(c)(3) for the first time in its 73-year history, pending approval at the 2022 Diocesan Convention in February. As a standalone operation, Camp Mitchell will embark on an exciting, unprecedented journey. The Executive Director will play a key role in determining the future of the Camp, including developing a full-scale master strategic vision for a sustainable camp and retreat business into the future. The Camp has endured several years of deferred maintenance; the Executive Director will incorporate needed maintenance into the Camp's day-to-day operation. We are seeking an Executive Director with a passion for hospitality and prayerful, compassionate leadership to guide the organization during this exciting and transformative time.

The ideal candidate will be a committed relationship-builder who can nurture staff, community, and diocesan relationships to further both the mission and financial bottom line of Camp Mitchell. The Camp has space to accommodate nearly 600 summer campers (across seven weeks from June through July). In 2019 (the last full year of operation) Camp Mitchell hosted hundreds of visitors, in a variety of weeklong, weekend, and overnight retreats and hosted programs.

The Executive Director will report to the Camp Mitchell Board of Trustees, and oversee Camp's staff, program, and facilities, with specific responsibility for these five core areas:

1. **Mission-Driven Hospitality:** With 16 cabins and guest rooms, 7 meeting spaces, that can accommodate up to 385 guests, Camp Mitchell has capacity to welcome thousands each year, through camps, retreats, weddings, and facility rental. Candidate should be able to demonstrate success in the following areas:

- Committing to high standards of customer service
- Pursuing creative ways of welcoming hospitality

2. **Leadership:** Camp Mitchell currently has two full-time staff members: A Program Director and a Facilities Manager. The Executive Director would be expected to help outline additional staff needs including, but not limited to, Foodservice, Cleaning, and

Communications. During summer camp, Camp has hired up to 20 part-time staff. Candidate should be able to demonstrate success and willingness to continuously develop in the following areas:

- Leading and delegating to a diverse full-time and part-time staff
- Fostering strong staff relationships
- Engaging a board or advisory committee and/or volunteers
- Working with the Program Director to create and implement new programs
- Maintaining an engaged and effective staff
- Guiding and executing a strategic plan

3. **Marketing & Development:** Camp Mitchell's principal mission and ministry is as a center for spiritual growth, and the Executive Director is responsible for maintaining and growing its reputation and capacity for doing so. Candidate should be able to demonstrate success in the following areas:

- Passion for and success in relationship-based fundraising, including annual campaigns and event-driven fundraising.
- Effective public and interpersonal communications, with well-honed and practiced writing, speaking, and listening skills
- Maintaining and enriching an existing client base
- Recruiting and developing relationships with partners, user groups and donors

Examples of Responsibilities (subject to change and some will be shared with other staff members).

- a) Answers telephone inquiries and develops a process for the timely return of messages.
- b) Advertises, promotes, registers, and books all events for CMCRC.
- c) Develops marketing information for guest accommodations and booking information for potential guests.
- d) Greets guests and assists, provides directions, and offers tours to potential guests.

- e) Is available to guests to provide information, equipment support and suggestions prior to and during events. Hosts all guests during their stay at CMCRC.
 - g) Provides a contract to potential guests when offering a tentative booking. Firm bookings require a signed contract, and a deposit form guests for each event.
4. **Financial Management:** Camp Mitchell’s annual budget in 2022 is projected to be \$534,00 (partially open from April – December). In 2023, under full opening, budget is just under \$600,000, which includes diocesan support and development campaigns with great potential for growth.

Examples of Responsibilities (subject to change)

Working with the Camp Mitchell Board of Trustees, the Executive Director prepares the annual operating budget and submits such in a timely fashion to the Executive Council for review. Additionally, they supervise and authorize billing, purchasing of supplies and materials necessary for maintaining the property, facilities and services, and all other budgeted expenditures. They are responsible for providing the Camp Mitchell Accountant with appropriate information and records needed for accounting purposes. The Executive Director is responsible for the correct and complete performance of all contracts for work done at Camp Mitchell, including authorization of payment against contracts after the work has been successfully performed. In all areas, i.e., construction, maintenance, housekeeping and food service, they work under the strictures of the established budget

- f) Keeps current on all financial bills, invoices, statements, and other matters to ensure timely payments/receipts.
- g) Complies with CMCRC financial management policies and reporting of all financial and guest booking matters.
- h) Effectively manages and implements the budget set by CMBOT.
- i) Maintains all insurance for CMCRC (buildings, campers, cars, pool etc.)
- j) Collects all monies due CMCRC prior to each event or prior to departure of guests unless approval for billing approved in advance.

- k) Provides timely reports on inventory findings to CMBOT.

5. Facility Management

- a. Ensures facilities are maintained in a safe and effective manner. They have the overall responsibility for the maintenance, development and security of Camp Mitchell and all facilities thereon. Supervises the maintenance of buildings, grounds, kitchen, and equipment to meet the services needs of the Camp.
- b. Posts safety procedures in all buildings and discusses safety with all guests.
- c. Establishes and maintains an effective inventory system (Equipment fixtures, kitchen, maintenance, sports, office, etc.) and conducts an annual audit of such inventory.
- d. Communicates with and provides appropriate information to CMBOT.
- e. Ensures infirmary supplies are monitored and helps maintain at all times, necessary items for First Aid and equipment for emergencies.
- f. Produces and makes available an ongoing calendar of events scheduled at CMCRC. Provides a calendar to CMBOT and to the Diocese.
- g. Reports progress on CMCRC goals, facility needs, and other issues to the Board of Trustees at scheduled meetings and in a timely manner for urgent issues.

Qualifications

The ideal candidate will be able to demonstrate solid business experience, having led an organization or a major department/unit within a large organization, overseen a sizable budget, effectively led an organization or group through a significant strategic change, and having had success in maintaining a balanced budget and effectively increasing revenue. Hospitality experience is essential, and experience within – or demonstrated passion for – non-profit or faith-based work and conference center experience is highly desired. Bilingual Spanish speakers are encouraged to apply.

An arm of the Episcopal Diocese of Arkansas, Camp Mitchell Camp and Retreat Center (CMRC) is an equal opportunity employer. The salary range is \$65,000 to \$80,000 per year, depending on qualifications and experience. Couples will be

considered. Housing and benefits will be provided.

Applications will be accepted until Monday, March 14, 2022 to be followed by phone and on-site interviews in March and April.

Interested and qualified candidates are invited to send a compelling cover letter, detailed resume, and at least three professional references to the search committee at board@campmitchell.org

References will not be contacted before phone interviews and permission from the candidate.

