

Executive Director (ED) - Job Description
Camp Westminster
Westminster Church of Detroit (WCOD), PC(USA)



Position Summary:

The Executive Director is responsible for all phases of leadership and management of Camp Westminister on Higgins Lake; a Christian outreach ministry of Westminster Church of Detroit (WCOD). The Executive Director serves as a faith-based leader, with integrity and positive energy, demonstrating Christian values in upholding Camp Westminister's mission: *"Through the wonder of creation, the rich abundance of inclusiveness, and the challenge of adventure, Camp Westminister on Higgins Lake creates community and extends hospitality where all people experience the love of God."* The Executive Director is responsible for implementation and coordination of programs, administration, facilities, fundraising, and licensing compliance while maintaining a positive financial position and increasing the number of people who support and visit Camp Westminister.

The Executive Director reports to the Pastor/Head of Staff and is accountable to the session (which is the governing body) of Westminster Church of Detroit and will direct the camp in a way that conforms to the church's values and vision. The Executive Director interfaces with the Department of Natural Resources, State of Michigan ensuring compliance with the lease with the State of Michigan.

The Executive Director is a year-round position. The administrative office resides in WCOD. The Executive Director maintains an office at WCOD and at the camp, located on Higgins Lake. Other locations may be included depending on the programs of the camp.

Executive Competencies & Specific Duties:

Personal Characteristics & Attributes

- A servant-leader with a passion for youth development, camping, and alumni and community building
- Excellent written and verbal skills
- Hands-on and highly effective leader who inspires collaboration and teamwork, shares information readily, listens intently, and respects the perspectives, diversity, and abilities of others
- A transparent and strong communicator with executive acumen who is also charismatic, strategic, resourceful, and mature
- An energetic person who can handle and prioritize multiple activities and responsibilities; a self-starter who is eager to explore opportunities and new partnerships that benefit the mission and vision of CW
- Possesses the ability to envision and convey the organization's strategic future and growth
- Genuinely loves children and has an affinity for working with and developing youth



Visionary & Strategic Leadership

- Work with the Session and Camp Committee to create a 3- to 5-year strategic plan; set annual goals to guide the camp to fulfill this plan; adjusting as required
- Engage with emerging trends in camping ministry in ways that keeps Camp Westminster relevant and growing; develop complementary partnerships with organizations and individuals to further the Camp Westminster mission while staying true to our rich history and tradition
- Prepare and analyze enrollment trends and develop and implement long-range strategies for revenue growth, recruitment, and retention, expanded campership, program development and fiscal soundness
- Establish effective decision-making processes that will enable the camp to achieve its goals and objectives

Team Building & Culture

- Hire, supervise, and train seasonal & year-round staff in conjunction with human resource policies consistent with WCOD.
 - Work with the Personnel Committee of Westminster Church of Detroit to ensure compliance with church policies
- Develop hiring strategies which bring diverse, energetic leaders to work as full-time and part time staff
 - Cast a vision for staff members that inspires the staff to work together toward accomplishing the mission of the camp
 - Create, enhance, and enforce policies and procedures which ensure a safe and effective working environment at camp
 - Lead effective onboarding and continuous training for the staff community
 - Hold staff members accountable to their specific job and Camp Westminster's cultural values
 - Create an environment that includes economic, ethical, racial, ethnic, and linguistic inclusivity
- Create and inspire a vision for camp and team culture
 - Establish the tone for staff and volunteers with a clear vision for the culture of the camp
 - Set expectations for camp culture and inspire staff and volunteers to lead by example
 - Hold staff and volunteers to the Camp Westminster cultural standards in an inspiring and firm way
 - Maintain year-round communication with campers, staff, and volunteers

Program Development

- Work with the Program and Youth Director to develop camp programs consistent with current interests of the local community, previous campers, and other interested groups. Ensure all programs are consistent with the mission and values



of the camp and WCOD.

- Plan and publicize year-round retreat programs
- Remain current with information on the developmental needs of youth.
 - Continuously seek and analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
- Teach children and young people to be faithful caretakers of one another and the world around us

Stewardship of Infrastructure

- Provide oversight of business operations, including preventive and on-going maintenance of the physical plant and compliance with all related and required licensing, safely, local, State and Federal statutes, and rules
- Access and recommend maintenance and upgrades to facilities to provide a wholesome camp experience and ensure licensing compliance
- Conduct on-going assessment of property and maintenance needs and develop operational maintenance plans.
- Prepare long-term property plan showing projected needs by year that is aligned with the strategic plan
- Develop and maintain maintenance and asset management documentation

Financial Management

- Oversee the camp's fiscal health and integrity by developing long- and short-range financial plans to facilitate camp activities
 - Develop and monitor annual budgets
 - Interface with WCOD staff as appropriate to manage budget and common expenses
- Monitor revenue generation and expense control to assess Camp Westminster's financial condition and alignment with the mission; make recommendations and timely adjustments/changes when appropriate
 - Disseminate regular financial statements that informatively describe the financial condition of the camp and ensure sound financial controls
- Oversee all areas of camp finance including accounts payable and receivable, financial controls and policies, salaries, budget forecasting, and cash flow management
- Develop and maintain a competitive analysis of the market with respect to other Christian camps to ensure financial sustainability of Camp Westminster
- Build relationships with alumni, and current and prospective donors
- Manage the camp's endowment funds within the guidelines and limitations of each fund
- Manage gifts with integrity and thank all donors and volunteers
- Maintain donor records



Financial Development and Marketing

- Create and implement a strong vision for development and fundraising
- Promote and market Camp Westminster to potential user groups to maintain and increase camper attendance and usage of camp facilities
 - Ensure all programs are consistent with the mission and values of the camp and WCOD
- Develop and implement effective fundraising strategies with clearly identified goals and intermittent measurables to ensure success
- Plan and execute effective and innovative approaches to fundraising including annual campaigns, cultivating alumni donorships, pursuing corporate gifts, and applying for governmental and foundation grants
- Develop and implement plans that generate in-kind gifts, corporate sponsorships and partnerships and other levels of support for the camp
- Secure funding to support the budget and financial sustainability of Camp Westminster through various grants (individual and corporate), donors, and other alternative funding mechanisms
- Cultivate and grow the alumni development program to support the short- and long-range goals of Camp Westminster
- Represent, promote, and share the ministry of Camp Westminster at WCOD, presbytery meetings, church visits and in broader circles
- Communicate via marketing, publicity, hard copy and email newsletters and social media
- Maintain the Camp Westminster website
- Clarify, promote, and market the Camp Westminster “brand” that aligns with the mission of Christian camps
- Develop and implement a plan for celebrating the 100th Anniversary (2025) of Camp Westminster

Risk Management & Compliance

- Oversee organizational risk management, including personal safety of campers, youth, staff; maintenance and repair of facilities and other fixed assets; and general and professional liability
 - Provide overall site management, security, and safeguarding of the property
 - Develop and implement crisis and risk management procedures
 - Enforce and establish site rules and safety procedures
 - Ensure compliance with local, state, and national requirements for licenses, permits and certifications including health department requirements.
 - Maintain American Camping Association (ACA) certification (accreditation) as appropriate
 - Maintain compliance with the State of Michigan Licensing and Regulatory Affairs (LARA) requirements
 - Interface with the Department of Natural Resources, State of Michigan ensuring compliance with the lease with the State of Michigan.



Session and Camp Committee Relations & Reporting

- Cultivate a strong and transparent working relationship with the Session of WCOD and with the Camp Committee and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals
- Work closely with the Session and Camp Committee to ensure that relevant issues and opportunities are identified and addressed in a timely and organized fashion
- Provide monthly reporting (program & finance) to the Session and to the Camp Committee
- Perform other tasks as assigned by the Session

Minimum Qualifications:

- Bachelor's degree in camp administration or related degree
- 5 years' experience in camp administration, including staff supervisory experience
- Demonstrated experience in planning, organizing, and executing camp programs
- Director certification by the American Camping Association preferred
- Demonstrated knowledge of non-profit financial requirements and the preparation of financial statements
- Proficient with Microsoft Office 365 tools and common nonprofit accounting packages
- Excellent oral and written communication skills
- Demonstrated ability to discuss the mission of the camp and church to different constituent groups
- Proven track record of grant writing and grant awards
- Ability to develop and maintain relationships with donors, camp alumni, and all collaborative partners
- Current CPR and first aid certifications
- Hold or eligible to obtain a chauffeur's license

Other Requirements:

- Physical: Generally sedentary with frequent lifting of less than 10 pounds and occasional lifting of up to 50 pounds; frequent outdoor activity in all weather; standing for long periods; operating light machinery.
- Mental: Organizing and coordinating schedules; problem-solving; communicating with staff, volunteers, members of WCOD session, Camp Committee, and visitors
- Immunizations: Camp Westminster follows the recommendations produced by the U.S. Centers for Disease Control (CDC). As such, our policy requires that all employees must remain "up-to-date" with COVID-19 vaccinations; tetanus vaccinations, and annual influenza vaccinations unless there is an approved medical exemption. This is a condition of employment, and all new hires will be responsible for providing proof.



Supervised By:

The Executive Director is supervised by Pastor/Head of Staff of WCOD

Supervises:

Administrative staff, camp staff, and volunteers

Salary:

\$55,000, annually

Benefits are available

Confidential Information:

Confidential information may not be sold, disseminated, or shared for any use other than as directed by the session.

The following information is considered "Confidential Information:"

- Administrative staff, camp staff, and volunteer Personal Confidential Information (PCI)
- Donor information
- Financial information shared in the office and during off-site meetings

ADA Compliance:

Westminster Church of Detroit is ADA (American with Disabilities Act) compliant with employment practices.

Drug policy:

Westminster Church of Detroit is a drug free workplace throughout the building, church campus and all camp settings.

Anti-Discrimination Policy:

Westminster Church of Detroit and Camp Westminster will not discriminate against any employee or applicant for employment because of age, race, color, gender, religion, weight, height, marital status, sexual orientation, genetic history or information, gender, identity or expression, disability, protected veteran status, national origin, or other characteristic protected by law.

Employees of Westminster Church of Detroit and Camp Westminster are at-will employees.

Background Check:

The Executive Director is required to maintain a current background check on file.