

Job Description

EXECUTIVE DIRECTOR, ST. COLUMBA EPISCOPAL CAMP & RETREAT CENTER

REPORTS TO: THE BISHOP OF THE EPISCOPAL DIOCESE OF WEST TENNESSEE,
THE ST. COLUMBA BOARD OF DIRECTORS
SUPERVISES: ST. COLUMBA STAFF
STATUS: FULL-TIME



ABOUT ST. COLUMBA

Founded in 1982, St. Columba is a camp and retreat center operating as a ministry of the Episcopal Diocese of West Tennessee. Our private 145-acre campus features old-growth forests, open fields, creeks and wildlife. Annually, the center serves over 250 nonprofit, church, school, and family groups, as well as over 900 campers through Mud Camp & Camp Able. The facilities feature retreat lodges for up to 99 people, two retreat hermitages, two recreational pavilions, four staff residences, maintenance building, high-ropes adventure course, and four acre-lake. St. Columba has an annual budget of roughly \$1.1 million.

CURRENT STAFF STRUCTURE

Interim Executive Director	Full-time, Off-site
Associate Executive Director of Facilities	Full-time, Off-site
Director of Operations	Full-time, On-site
Assistant Operations Director	Part-time, Off-site
Director of Camps and Adventure	Full-Time, Off-site
Reservations and Marketing Manager	Full-time, Off-site
Chef	Full-time, Off-site

JOB SUMMARY

The Executive Director is responsible for planning, developing, and executing the mission, vision, objectives, and policies of St. Columba in partnership with the Bishop of West Tennessee and the St. Columba Board of Directors. The Executive Director leads in strategic planning, and in supervising all day-to-day operations.

DESIRED ATTRIBUTES & QUALIFICATIONS

- Excellent leadership and interpersonal skills
- Superior management, administrative, and communication skills
- Proven fundraising experience and prior success in identifying, engaging, and nurturing donors while overseeing all fundraising efforts
- Ability to observe and evaluate all aspects of St. Columba's operations
- Ability to work collaboratively in decision-making with multiple stakeholders
- Ability to work with diverse populations and people of all ages
- Experience in hospitality management, camp and/or conference centers, and supervising staff
- Experience with camp and conference center scheduling software and generally proficient computer literacy
- A positive attitude and demeanor, collaboration, professionalism, and respect

ESSENTIAL JOB FUNCTIONS

- Serves as an ex-officio convener of the Board of Directors with voice but no vote
- Fosters collaborative relationships with the Bishop, Diocesan Staff, Board of Directors, staff, and guests, and makes reports to other Diocesan leadership bodies as requested.
- Sets the future vision and direction for St. Columba by working creatively, collaboratively, and strategically with the Bishop, Board of Directors, staff, and other stakeholders
- Maintains transparent oversight of St. Columba's budget and financial operations, balances costs to participants in terms of affordability and access and works to ensure the viability and financial stability of the Center by expanding revenue sources and program offerings
- Directs and engages in fundraising efforts, including both short-term and long-term fundraising
- Develops and oversees the implementation of marketing strategies for the ongoing growth of St. Columba and its camps and programs
- Develops a plan to oversee the maintenance, quality, and use of all physical assets, including buildings, equipment and machinery, lakes and creeks, recreation areas, trails, woods, and fields
- Manages the day-to-day operations of St. Columba, and assumes responsibility for hiring and supervision of staff, including discipline and termination, in accordance with the policies of the Diocese of West Tennessee and in communication with the Bishop and the chair of the Board of Directors.
- Oversees all Conference Center camps and programs
- Works to ensure the safety, comfort, and satisfaction of guests

SALARY AND BENEFITS

- Salary - \$85,000 (negotiable commensurate with experience)
- Pension in compliance with Church Pension Group (CPG) requirements
- Individual health insurance through The Episcopal Church Medical Trust
- Two weeks of annual vacation leave
- On-site housing available

SEARCH PROCESS AND TIMELINE

Please send resume or CV, cover letter, and references to the Rev. Canon Rob Courtney, rcourtney@episwtn.org by October 31, 2025. The search committee will review applications and conduct interviews in the Fall, anticipating a start date for the new director in the first quarter of 2026.