

Executive Director

Sound View Camp and Retreat Center

www.soundviewcamp.com

Overview

Sound View Camp and Retreat Center is nestled in 100 acres of forest bordering Puget Sound, forty minutes from Gig Harbor, Washington. In addition to mature forest, the land contains trails, a teaching garden, farm animals, wetland, ravines, and a low-bank saltwater shoreline with its own lagoon. Sound View currently has an annual operating budget of almost \$600,000 and employs 4-5 year-round staff and 20-30 seasonal staff.

Sound View is entering an exciting new chapter. We are currently finalizing the process of transferring ownership of the camp from the Presbytery of Olympia to a newly formed, independent non-profit organization (Salish Sea View, doing business as Sound View Camp). Salish Sea View is currently seeking to hire its first executive director.

The ideal candidate will have demonstrated strength in two areas. First, in operational management, they will help us double-down on our current, successful focus on outdoor environmental education, youth camping programs, family camping, and group retreats.

Second, in strategic development, the Executive Director will guide the camp's transformation into a vibrant, financially sustainable, inclusive gathering place for diverse communities that inspires and educates the next generation of environmental leaders.

The position reports to the Salish Sea View Board of Directors. **Although the board expects the position to be full-time, we would consider a proposal by a highly experienced candidate who prefers to work part-time.** Work may be done on weekdays or weekends based on the needs of the camp schedule.

Key Responsibilities

Strategic Leadership & Vision

- Develop and implement a comprehensive strategic plan that balances facility renovation needs with program expansion and financial sustainability.
- Transform the retreat center from its current state to a premier destination for environmental education, community gatherings, and spiritual renewal.
- Create innovative programming that attracts diverse groups while remaining true to our core values.

Community Engagement & Partnerships

- Establish partnerships with schools, community organizations, environmental groups, and religious organizations in order to promote interest in and improve the quality of experiences at camp.
- Serve as the primary ambassador and public face of the retreat center.
- Promote camp to various audiences and engage with them using web-based, printed, and face-to-face methods.
- Foster meaningful relationships with local Indigenous tribes, emphasizing respectful collaboration and shared stewardship.
- Create an inclusive environment where diverse groups feel welcome and represented.

Operations & Facilities

- Hire staff and recruit volunteers in conjunction with the Salish Sea View Board.
- Train and manage staff and volunteers to ensure high-quality program activities.
- Create a work environment that encourages staff members' individual growth and development.
- Ensure excellent guest experiences and program delivery.
- Oversee assessment, planning, and execution of facility, grounds, and equipment maintenance and renovations to ensure safety, cleanliness, and appeal for all participants.
- Develop environmentally sustainable operational practices.
- Oversee compliance with the terms of a conservation easement protecting the property and manage the relationship with the Nisqually Land Trust (the easement holder).
- Maintain accreditation from American Camping Association (ACA).
- Communicate regularly with Board of Directors about all areas including programming, grounds and facilities, and external and internal development.

Financial Management & Development

- Establish and expand sustainable revenue streams.
- Develop and implement annual fundraising drive.
- Develop an engaging annual report.
- Build relationships with potential donors, foundations, and funding partners.
- Lead fundraising initiatives to support facility renovations and program development, including communication to donor network through social media, direct presentations and other means.
- Work with finance director to develop annual budget for Board approval.
- Allocate funds in accordance with this budget.

Qualifications

Required

- Proven leadership experience in non-profit management, camp/retreat administration, or related field
- At least two years' experience supervising staff at a camp
- Demonstrated ability to build partnerships across diverse communities
- Exceptional communication and relationship-building skills
- Experience serving groups and individuals of various ages, ethnicities, and physical and mental capabilities
- Track record of successfully managing organizational change
- Experience with facility management and renovation projects
- Commitment to environmental stewardship and appreciation for natural spaces
- Bachelor's degree
- Fluency in English
- Legal ability to work in the US
- A valid driver's license and personal vehicle, as site has no access to public transportation
- Ability to lift 30 pounds and walk 5 miles a day
- First Aid and CPR certification (may be completed after hiring)

Preferred

- Previous full operational responsibility for a residential camp
- Background in environmental education or outdoor programming
- Experience managing volunteers
- Experience transitioning organizations through significant change
- Strong financial acumen and experience with fundraising and development
- Understanding of American Camp Association (ACA) rules and regulations and Health Department regulations
- Knowledge of safety standards and building codes, and sustainable building practices
- Experience maintaining an organization's social media presence
- Experience working with Indigenous communities in a collaborative context
- Experience as staff trainer
- Experience being responsible for water and boating safety
- Knowledge of safe practices for use of hand and power tools (chainsaw, hand saws, power drills)
- Ability to perform basic engine and vehicle maintenance, plumbing, carpentry, electrical, and facility repairs
- Experience with conservation easements
- Ability to climb stairs, ladders and scaffolding and work at heights up to 30 feet

Sound View Camp is an equal opportunity employer and considers applicants for all positions without regard to race, color, creed, religion, sex, gender identity, marital or veteran status, sexual orientation, age, political ideology, national or ethnic origin, disability, actual or perceived medical condition, or any other characteristic protected by applicable law.

Compensation and Benefits

- Base salary \$70,000 to \$90,000, or as commensurate with experience.
- An additional amount equal to 15% of the salary will be deposited either into a pre-tax retirement account, paid for health insurance, or a combination of the two (equalling 15%).
- Meals when camp staff provides food to guests.
- Paid holidays, vacation, and sick leave.

Application Requirements

Please email resume and cover letter to salishseaviewboard@gmail.com.

Application Deadline: Applications will be accepted on a rolling basis until the position is filled.

Start Date: Negotiable. Position is currently vacant.