



JOB DESCRIPTION

This job description is an overview of the duties and responsibilities assigned to the role identified below. It is not intended to cover every work assignment the job may have, but rather to cover those work assignments which are essential, predominant, and recurring. Responsibilities and duties may change, or new ones may be assigned at any time, with or without notice.

Job Title:	Executive Director	Date:	Click here to enter a date.
Department/Group	Camp Weed	FLSA Status:	EXEMPT
Reports To (position):	Ecclesiastical Authority	Pay Range:	\$80,000-90,000

JOB SUMMARY

In support of the ministry of the Episcopal Diocese of Florida, the Executive Director provides visionary leadership and strategic management to ensure the successful operation of Camp Weed & Cervený Conference Center, a year-round Episcopal camp and conference facility. This role serves as the chief executive officer, setting a compelling vision for the future while ensuring day-to-day operational excellence. The Executive Director oversees all aspects of the organization—including programming, facilities, finances, fundraising, guest services, communications, and staff leadership—while cultivating a faith-based, inclusive culture rooted in hospitality, safety, service, stewardship, and the mission of the Episcopal Church.

KEY RESPONSIBILITIES

Leadership & Vision

- Serve as the chief executive officer, articulating a clear vision aligned with the mission and values of the Episcopal Diocese of Florida.
- Cultivate a faith-based, inclusive culture that fosters hospitality, collaboration, accountability, and professional growth.
- Serve as the public face of Camp Weed, strengthening relationships with alumni, donors, congregations, community partners, and the wider Episcopal Church.

Strategic Planning & Administration

- Collaborate with the diocesan Camp and Conference Committee (the “Committee”) to develop and implement strategic and long-range plans.
- Maintain strong organizational systems for scheduling, recordkeeping, compliance, communications, and risk management.
- Ensure adherence to diocesan policies and all local, state, and federal regulations, including directives from regulatory agencies (Health Department, Fire Marshal, etc.).
- Oversee evaluation and enforcement of emergency action and safety policies for staff, volunteers, guests, and campers.

Financial Management

- Develop, administer, and monitor an annual budget that drives revenue growth, manages costs, ensures sustainability, and aligns with Camp Weed’s mission.
- Provide clear and accurate financial reporting in accordance with GAAP and diocesan standards.
- Work with department heads to ensure understanding of department budgets.
- Ensure sound financial controls, forecasting, timely payment of obligations, and accurate recordkeeping.

Fundraising & Development

- Lead and implement comprehensive fundraising and donor development strategies, including annual giving, major gifts, sustaining and capital gifts, endowment growth, grant applications, and donor cultivation events.

- Build strong relationships with donors, foundations, churches, alumni, and community partners.
- Collaborate with the Diocese, the Committee, and staff on annual fundraising plans.

Programming

- Oversee the development, implementation, and evaluation of all programs, ensuring alignment with mission, faith development, safety, and financial feasibility.
- Work with diocesan leadership, congregations, and partners to expand and diversify programming, including exploring off-site opportunities.
- Support the Director of Summer Camp in seasonal hiring and program oversight.

Staff Leadership & Human Resources

- Recruit, hire, train, supervise, and evaluate a diverse team of year-round and seasonal staff.
- Conduct annual performance reviews and promote professional development and accountability.
- Conduct staff meetings and trainings for collaboration, communication, and skill-building.
- Ensure all staff adhere to diocesan policies and Employee Handbook standards.
- Provide hands-on support across departments as needed.

Facilities & Property Management

- In partnership with the Maintenance Director, ensure all physical assets are safe, clean, functional, and well-maintained.
- Oversee written maintenance and preventive care plans.
- Plan and implement capital improvements.
- Promote sustainability and stewardship of the natural environment.
- Ensure staff and volunteers are trained in safe and proper equipment use.

Marketing, Communications & Guest Relations

- Oversee marketing and promotion to increase usage, visibility, and community engagement.
- Develop and evaluate an annual communications plan.
- Manage creation, distribution, and maintenance of print and electronic collateral (brochures, newsletters, reports, social media, website, etc.), in coordination with the Diocesan Director of Communications.
- Ensure consistent brand messaging across all platforms.
- Train staff in effective communication practices.
- Ensure outstanding hospitality and customer service for all guests and groups.

Camp and Conference Center Committee & Diocese

- Serve as a member of the Bishop's Staff, supporting diocesan initiatives as directed.
- Serve as staff liaison and non-voting member of the Committee.
- Collaborate with the Committee and Diocese on strategic direction, planning, and membership development.
- Communicate regularly with the Ecclesiastical Authority and the Committee Chair.

ROLE QUALIFICATIONS

EDUCATION & EXPERIENCE

REQUIRED

- At least five (5) years of management and supervisory experience in a ministry, hospitality, outdoor recreation, and/or camp environment
- Strong working knowledge of all applications of Microsoft Office
- Ability to effectively use/learn customer relationship management (e.g., CampBrain), design, web development, and other software systems
- Working knowledge of food service, maintenance, programming, and housekeeping services

- Knowledge of nonprofit standards and legal issues
- Knowledge and experience in fundraising and marketing
- Leadership skills to manage and develop staff and volunteers
- Strong interpersonal, organizational, and communication skills
- Financial acumen, including budgeting, forecasting, and donor relations
- Experience managing projects, schedules, and compliance standards
- Active spiritual life in a Christian community of faith
- Familiarity with the Episcopal Church and its traditions

PREFERRED

- Prior business experience.
- Degree in nonprofit management, business, ministry, or related field
- Knowledge of or experience with ACA standards, business law, and contracting

WORKING CONDITIONS/EQUIPMENT USE

- Ability to work nontraditional hours
- Ability to be ambulatory in a camp setting
- Ability to live on property
- Valid driver license with proof of insurance
- Must be able to lift up to twenty-five (25) pounds
- Frequent use of office machines to include telephone, computer, printer, handheld radios, and golf cart