

# St. Christopher Camp and Conference Center

**Position:** Executive Director

## Primary Duties:

- Establish and maintain a Gospel-centric vision for St. Christopher Camp and Conference Center.
- Be the visible face of St. Christopher for the Anglican Diocese of South Carolina.
- Oversee and direct all annual giving and capital campaigns.
- Maintain spiritual oversight over all facilities, staff, and guests.
- Oversee and direct all operations, finances, programs, facilities, properties, ministries, personnel and guests.
- Hire and manage all permanent and full-time seasonal staff..
- Provide direct supervision to all Directors and Managers.
- Draft and manage annual budget.
- Operate all programs within the guidance and oversight of the Board of Directors of St. Christopher.
- Develop and implement all plans, policies, and procedures.
- Convert vision to reality, establishing measurable goals for staff and programs.
- Strive toward continual process improvement with system upgrades, internal controls, accounting standards, risk management and procedures.
- Empower and encourage the full staff in their respective ministries for carrying out the mission and vision of St. Christopher.
- Encourage timely and appropriate training and development.
- Monitor staff performance and professional goals, establish priorities, and make salary adjustments as necessary.

## Responsibilities:

Budget:	Income:	\$3.364M (2015)	\$2.229M (2021)
	Expenses:	\$3.451M (2015)	\$2.194M (2021 – expected)
Programs:	All sponsored and hosted		
Materials:	All on-site materials & property		
Facilities:	All buildings, systems, utilities, landscaping, paths & roads.		

## Accountable to:

Bishop of the Anglican Diocese of South Carolina

## Additional Tasks and Responsibilities:

- Provide direct oversight for Welcome Center, Rectory and Bishop's Cottage
- Liaison for Town/POA (incl. Security)/Club Relations
- Serve as an Active Member of the Disaster Recovery Council, for Seabrook Island
- Establish Emergency Preparedness Policies & Preparations
- Provide tours for dignitaries and special guests

- Represent St. Christopher at the annual Diocesan Convention
- Represent St. Christopher at regular meetings of Diocesan Council
- Initiate campus standards, projects, building renovations & additions
- Plan and implement weekly Chapel teachings and presentations
- Host social gatherings as needed, desired, or requested
- Promote St. Christopher at appropriate Anglican conventions and gatherings
- Greet guests encountered on site (explain visitor requirements to trespassers)
- Lead daily Prayer Center prayers and Welcome Center prayers

**Qualifications:**

- Affirmation of the Anglican Diocese of South Carolina Statement of Faith and Affirmation of serving as a Ministry Associate of St. Christopher
- Ordination as Presbyterian
- Business, Accounting, or other higher-level experience or degree is preferred
- Significant experience in senior management role
- Experience either as employee or board member of a nonprofit organization
- Proven track record of creative problem solving
- Negotiation and conflict resolution skills
- Consistently makes good decisions using analysis, wisdom, experience, & judgment (Superior management skills)
- Emotionally and socially intelligent
- Strong mentoring/coaching experience to a team with diversity of skills/experiences
- Ability to build organization and staff capacity; a team builder
- Self-reliant, results oriented
- Energetic, flexible, collaborative, and proactive
- An effective strategic as well as tactical thinker
- Exceptional written, oral, interpersonal, and presentation skills
- Ability to effectively interface with senior management
- A demonstrated passion for the mission of the Diocese and St. Christopher