

## **Job Description – Executive Director**

### **South Carolina Lutheran Retreat Centers (SCLRC)**

Mission: Providing holy spaces for God to change lives.

#### **Position Details**

Job Title	Executive Director
Reports To	Board of Trustees
Department	Administration
FLSA Status	Exempt – Full-time
Supervises	4 full-time and 4 part-time staff, plus seasonal personnel
Work Locations	Camp Kinard (Batesburg-Leesville, SC) & Coastal Retreat (Isle of Palms, SC); statewide travel required
Effective Date	April 1 2026

#### **Position Summary**

The Executive Director is the chief executive officer of SCLRC. This role provides organizational leadership, strategic direction, fiscal stewardship, fundraising and public representation for Camp Kinard (≈ 300 acres) and Coastal Retreat (≈ 5 acres). The Executive Director ensures that programs, facilities, and staff advance SCLRC’s mission of providing holy spaces for God to change lives.

#### **Essential Job Duties**

##### **1. Strategic & Organizational Leadership (≈ 15 %)**

- Lead multi-year strategic planning in cooperation with the Board of Trustees.
- Promote a culture aligned with core values of hospitality, inclusivity, accessibility, fiscal responsibility, and environmental stewardship.

##### **2. Resource Development & Fundraising (≈ 30 %)**

- Serve as SCLRC’s primary development officer, designing and executing annual fund, major-gift, planned-giving, and capital initiatives.
- Manage a core portfolio (~50 donors) through identification, cultivation, solicitation, and stewardship.
- Mobilize board members and volunteers to broaden prospect reach until dedicated development staff can be added.
- Plan and execute signature fundraising events—such as the annual golf tournament and donor appreciation dinner—coordinating staff, volunteers, sponsors, and logistics to achieve revenue and engagement goals.
- Research, write, and submit grant proposals; manage reporting, compliance, and stewardship for awarded grants.

##### **3. Board Relations & Governance (≈ 10 %)**

- Act as primary staff liaison to the Board; provide timely reports, data dashboards, and agenda input to the Board Chair.
- Ensure compliance with all ELCA polity as well as federal, state, and local regulations.

##### **4. Program & Ministry Oversight (≈ 5 %)**

- Oversee retreat and camp programming that reflects Christ-centered hospitality, accessibility, inclusivity, and environmental care while welcoming diverse faith traditions as well as secular retreat groups.
- Evaluate program impact; initiate new offerings to meet emerging needs.

## 5. Operations & Facilities (≈ 15 %)

- Direct maintenance, capital projects, safety, and sustainability for both campuses—lodging, dining, recreation, worship spaces.
- Negotiate vendor contracts and lead disaster-response readiness.
- Ensure ongoing compliance with all required certifications, licenses, and inspections (e.g., South Carolina DHEC, pool operations, food-service permits) and promptly address any deficiencies.

## 6. Financial & Risk Management (≈ 10 %)

- Prepare, implement, and monitor annual operating and capital budgets (<\$1 M).
- Oversee payroll, bookkeeping, audit preparation, insurance, and internal controls.
- In partnership with the Treasurer, compile and present accurate financial reports to the Board.

## 7. Human Resources & Culture (≈ 10 %)

- Recruit, supervise, mentor, and evaluate staff and key volunteers; foster a healthy, equitable workplace.
- Coordinate volunteer engagement—recruitment, placement, training, scheduling, and recognition—to ensure effective support of programs, facilities, and events.

## 8. Marketing & External Relations (≈ 5 %)

- Serve as chief spokesperson; deliver presentations, sermons, and public addresses to churches, conferences, civic groups, and media.
- Guide brand management, digital engagement, and congregational outreach to increase guest usage and donor engagement.

## Required Qualifications

- Active Christian faith with appreciation for Lutheran heritage and outdoor ministry.
- Bachelor's degree in nonprofit management, theology, camp ministry, or related field (master's preferred).
- 7 years' senior leadership experience in nonprofit, camp/retreat, or church settings.
- Demonstrated success in fundraising and donor relations.
- Proven competence in budgeting, financial reporting, and facilities oversight.
- Excellent interpersonal, written, and public-speaking skills.
- Demonstrated competence with technology—including office productivity software, cloud-based collaboration tools, donor CRM systems, and basic website/social media management—to enhance operations and digital engagement.
- Ability to work evenings/weekends and travel regularly; valid driver's license.

## Physical Demands & Work Environment

- Frequent on-site presence at both campuses; ability to traverse uneven terrain and lift up to 25 lbs.
- Exposure to typical office conditions and outdoor camp settings.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## Compensation & Benefits

- Salary established annually by the Board of Trustees in accordance with the approved compensation policy
- Health, dental, vision, and life insurance (Portico)
- 403(b) retirement plan with employer contribution
- Paid vacation, sick, and holiday leave
- Professional development allowance

## **Equal Opportunity Employer Statement**

SCLRC is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.

## **To Apply**

Applications should be completed with resume, cover letter, and three reference letters sent to Search Committee Chair Erica Lybrand, [erica@blaircato.com](mailto:erica@blaircato.com). Application deadline is November 21, 2025.

Questions and interest should be sent to Board Chair Rev. David Coffman, [david.coffman@newberry.edu](mailto:david.coffman@newberry.edu).

## **Search Committee Timeline (recognizing significant holidays fall during this search):**

Accepting applications - November

Review of Application packets and organizing for Zoom interviews - December/January

Onsite interviews - January/February

Primary Candidate - February/March

New ED starts - April 1

Updated October 2025