



## Executive Director: Job Description

---

### **Vision:**

People of all ages may experience community, restoration, and physical and spiritual growth in a Christian camping and retreat environment. People at camp, especially children, are introduced to Jesus and His teachings. People at camp build meaningful connections, foster existing relationships, and create new friendships. People at camp feel refreshed, rejuvenated, rested, and reconnected. People at camp acquire leadership skills, participate in physical activities, and receive teaching to grow in their Christian journey.

---

### **Summary:**

The Executive Director will lead the planning, development, and execution of the vision for Camp Harmattan's ministries and operations. This individual will be responsible for: implementation of board direction, strategic priorities and operational leadership, relationship development and management, and financial sustainability and management. The Executive Director will fulfill business planning, reporting, and other accountability responsibilities in fulfilling the position's functions.

As the lead of our senior leadership team, this position also involves spiritual mentorship, vision for our expanding ministry, and efficient resource management. Through their role in supporting Camp Harmattan's ministry and operations, the Executive Director will serve the board, partners, camp affiliates, staff, campers, and guests with an exceptional standard of care.

### **Expectations of all Camp Harmattan Team:**

- Uphold the vision, mission, values, and strategic plan of Camp Harmattan with the highest standard of excellence.
- Uphold and adhere to Camp Harmattan and external regulatory policies, procedures, best practices, principles, and standards.
- Commitment to personal spiritual growth and intentional discipleship, mentorship, and care for seasonal and year-round staff.
- Possess a willingness to step outside of specific roles and responsibilities to help Camp Harmattan accomplish its vision and mission.

**Core Responsibilities:****Implementation of Board Direction:**

- Responsible for achieving the board-stated Ends in compliance with board-stated operational boundaries ("Executive Limitations") as set out in the governing Board Policy Manual.
- Collaborate with the Board of Directors to set goals and outcomes and take the necessary steps to bring them to fruition. Implementation may include, but is not necessarily limited to, acting on directives of the Board of Directors through resolution or policy, or engaging in reasonable interpretation of the Board Policy Manual.
- Provide governance and board support.

**Strategic Priorities and Operational Leadership:**

- Set strategic priorities, provide vision and leadership, and manage day-to-day operations for all areas of Camp Harmattan.
- Lead organizational operations and leadership to achieve strategic priorities. Day-to-day operations include responsibilities for administration, program, property, facility, staff and spiritual development.
- Direct day-to-day operations for the camp and improve the quality of camp experience.
- Lead the hiring, training, and development of staff.

**Relationship Development and Management:**

- The Executive Director will actively live out the values of Camp Harmattan.
- Champion and advocate on behalf of Camp Harmattan at the provincial level, building relationships with support pastors, leaders, and congregations.
- Build and foster strong relationships with campers, camp affiliates, staff, donors, sponsors, the local community, external vendors, and government partners.

**Financial Sustainability and Management:**

- Responsible for oversight and execution of fiscal management, risk management and monitoring fiscal sustainability.
- Identify new opportunities for grant funding, fundraising, fees, and other revenue generation.
- Forecast revenue and expenses for the annual budget to meet strategic objectives.
- Effectively manage the budget and steward resources and identify concerns or issues to the Board of Directors.
- Coordinate the preparation of grant strategy and applications for identified annual capital projects and operating initiatives.

### Business Planning and Reporting:

- Prepare an annual operational plan with goal setting to meet Camp Haramattan’s vision, mission, and strategic objectives.
- Prepare information and reporting for the Board of Directors, as set out in the Board Policy Monitoring Schedule.
- Proactively identify potential issues and challenges with the Board’s governance scope and provide viable solutions.

<b>Primary Working Relationships:</b> <ul style="list-style-type: none"><li>● Board of Directors</li><li>● Board Chair</li><li>● General Operations Director</li><li>● Facilities and Site Manager Manager</li><li>● Summer Camp Manager</li><li>● TBD*</li><li>● Food Services Coordinator</li></ul>	<b>Other Key Working Relationships:</b> <ul style="list-style-type: none"><li>● Facilities and Site Assistant</li><li>● Seasonal Staff</li><li>● Camp Haramattan Affiliates</li><li>● Campers</li><li>● Guests</li><li>● Volunteers</li><li>● External Partners</li><li>● Canada West District and local churches</li></ul>
---	---

\*Pending finalization of the 2025 organizational chart.

### Expected Competencies and Attributes:

- Must be a committed Christian with a strong personal faith and understanding of Biblical teachings that align with the Church of the Nazarene’s “Statement of Belief”. The Executive Director must also agree to abide by the Association’s policies, procedures, and expectations.
- Exceptional Team and Leadership Skills:
  - A self-initiator who possesses a friendly, approachable, professional demeanour and a positive, team-oriented attitude.
  - Proven leadership and communication skills.
  - Ability to multi-task and appropriately prioritize simultaneous projects, files and responsibilities, adapt to changing priorities, and manage time effectively.
  - Proficient in basic computer and other technological applications.
  - Demonstrated proactive commitment to general professional standards and external regulatory requirements.
  - Demonstrated ability to handle sensitive, challenging, and/or confidential situations respectfully and compassionately.
  - Ability to troubleshoot and problem-solve general issues and determine what requires escalation to the Board Chair and/or Board of Directors.
- Strong Biblical foundation and knowledge required, with advanced education credentials preferred.
- Experience providing organizational vision and leadership, strategic planning, and operational management.
- Experience developing, monitoring, and managing operational budgets.

- Experience working with a Board of Directors with an understanding of non-profit governance, and willingness to learn and to apply Policy Governance principles.
- Proven ability hiring, training and developing staff.
- Demonstrated analytical, problem-solving and decision-making abilities.
- Strong entrepreneurial, innovative and collaborative mindset.
- Effective communication and presentation skills.
- Proven track record of successful stakeholder engagement and ability to build strong relationships.
- Demonstrated experience working with children, youth, staff, volunteers, and the general public and strong ability to build trusting and productive relationships.
- Experience (3+ years) in camping ministry, non-profit sector, or other ministry is a strong asset.
- Good health, stamina, and ability to participate in light physical labour and activity and demanding hours of work.
- Willingness to travel within Alberta and Camp Harmattan's Western Canadian district, when necessary.
- Valid Class 5 Driver's License with clean driver's abstract required.
- Clean background checks (both criminal and vulnerable sector checks are required).

#### **Standards of Practice:**

- Camp Harmattan offers a competitive salary commensurate with experience within the range of \$80,000 – 90,000.
- The Executive Director will initially be engaged through a one to three year fixed-term contract that aligns with Camp Harmattan's business processes, subject to the negotiation of an Employment Agreement.
- This position is a full-time, year-round position, with expectations of enhanced hours of work from June 15 to September 1 annually.
- Camp Harmattan is a mission-based organization whose programs fall outside a stereotypical Monday-Friday work week. Days off/General Holidays may fall irregularly while adhering to Alberta Labour Standards for employment.
- Onsite accommodation may be provided for seasonal portions upon request. Camp Harmattan reserves the right to provide reasonable accommodation from available inventory, or to decline the request if no staff accommodation inventory is available.
- The Executive Director will receive 80-hours of paid vacation during the first year of employment, subject to Employment Agreement negotiations.
- The Executive Director is eligible for expense and mileage reimbursement for Association business that meets Camp Harmattan's expense policy and procedures.
- The position is eligible for an annual IT allowance that aligns with the Association's expense policy and procedures.

**Working Conditions, Expectations and Requirements:**

- No vacation will be approved from June 15 to September 3 inclusive.
- Requested dates off and/or away from camp between June 15 to September 3 will be submitted by the Executive Director in a plan to be approved by the Board Chair by June 1.
- The work location is on site at Camp Harmattan. The position requires relocation or ability to reliably commute.
- The Executive Director will be required to be physically onsite at Camp Harmattan between the weeks of May 1 to October 31.
- There is no daily onsite requirement between November 1 and April 30, with the exception of occasional hiring, training, or staff meetings or events etc. that the Executive Director is responsible to provide leadership, oversight, or support for. The Executive Director is, however, required to fulfill the off-season working expectations remotely during this same period.
- Willingness to work evenings, weekends, and statutory holidays, as required.
- Willingness to actively engage in other duties as required to fulfill Camp Harmattan's vision and mission.

**Accountability and Reporting:**

- The Executive Director reports directly to the Board of Directors through the Board Chair and, in the case of the absence of the Board Chair, the Vice-Chair or Acting Chair.
- The Executive Director's accountability to the board will be evaluated via monitoring reports showing alignment between board policies and actual results.
- Year-end performance reviews will be conducted with the Board Chair with input from the Board of Directors.
- The Executive Director will check in a minimum of every other week, either by phone, email, online meeting, and/or in person with the Board Chair.
- The Executive Director will participate in meetings of the Board of Directors when scheduled as the Board's sole employee.
- The position is required to submit a monthly written report to the Board Chair summarizing key projects and initiatives underway, as well as updates on general progress and challenges experienced in areas of responsibility.

**Interested Candidates:**

- For a confidential discussion about this opportunity, please reach out Mariah Beahen at [mariah.beahen@summitsearchgroup.com](mailto:mariah.beahen@summitsearchgroup.com). Summit Search Group has a strong commitment to Diversity, Equality and Inclusion. We strive for continuous development, modeling, inclusive behaviors and proactively managing bias throughout our process.

- Summit Search Group is a fair and equitable search firm. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.