Executive Director

Helping Create Exceptional Camp Experiences Through Christ-Centered Leadership, Relationships, and Stewardship.

Position Type
Full-Time | Year-Round | On-Site Housing Provided

About Beartooth Christian Camp
Beartooth Christian Camp exists to provide a mountaintop experience that leads to life-changing relationships and a lasting eternal impact.

Everything we do is filtered through our Core Values:

- Christ-Centered
- Safety
- Experience
- Relationships
- Stewardship

The Executive Director leads the staff and ministry of Beartooth Christian Camp, building relationships and stewarding the people and resources entrusted to the camp.

Position Summary

The Executive Director provides overall spiritual, strategic, organizational, and operational leadership for Beartooth Christian Camp. Reporting to the Board of Directors, this individual translates the camp's mission and board-approved priorities into ministry plans, daily operations, and measurable goals.

This position leads staff recruitment and development, fundraising and donor relationships, church and community partnerships, financial stewardship, camp programs, guest services, and facilities planning. The Executive Director works closely with the Assistant Director, Finance & Administrative Manager, and department leaders to coordinate responsibilities and maintain accountability.

The role combines executive leadership with hands-on service as needed, while establishing clear delegation and developing staff who can lead their areas effectively. The ideal candidate is a spiritually mature servant leader with strong communication, organization, sound judgment, and a passion for Christian camp ministry.

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Key Responsibilities:

Christ-Centered Leadership & Ministry Direction

- Model a growing relationship with Jesus Christ through prayer, Scripture, worship, integrity, humility, and personal accountability.
- Maintain a Christ-centered culture and ensure camp decisions, teaching, programs, and relationships reflect the mission and core values.
- Establish a consistent plan for staff spiritual development, including devotions, discipleship, mentoring, encouragement, and opportunities to serve.
- Provide biblical teaching, prayer, pastoral encouragement, and ministry leadership during camps, retreats, and staff gatherings as appropriate.
- Develop annual ministry priorities and long-term strategic plans with staff and the board, balancing ministry opportunities with staffing, finances, and operational capacity.

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Staff Recruitment, Hiring & Leadership Development

- Lead the recruitment, interviewing, selection, hiring, onboarding, supervision, and retention of full-time, seasonal, and other employees within approved budgets and personnel policies.
- Build recruiting relationships with churches, colleges, ministry networks, and former staff to develop a strong pipeline of qualified candidates.
- Delegate coordination of seasonal recruitment, orientation, training, scheduling, and ongoing development to the Assistant Director, with support from department leaders and the Finance & Administrative Manager.
- Define reporting relationships, maintain current job descriptions, set clear expectations, and delegate responsibilities with appropriate authority and follow-through.
- Coach and mentor direct reports through regular individual meetings, staff meetings, feedback, and documented performance evaluations.
- Ensure year-round and seasonal staff receive position-specific training, safety instruction, policy guidance, and ministry preparation.
- Address conflict, conduct concerns, and performance deficiencies promptly, respectfully, consistently, and with appropriate documentation.
- Make and implement disciplinary and employment termination decisions when necessary, consistent with approved policies and delegated authority.
- Develop future leaders, encourage staff ownership, and support healthy workloads, communication, and team relationships.

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Fundraising, Donor Relationships & Support Development

- Lead an annual fundraising plan with clear goals for operating support, recurring giving, camp scholarships, and capital needs.
- Maintain regular, personal communication with the current donor base through calls, correspondence, camp tours, and in-person visits.
- Schedule and conduct visits with current and prospective donors to listen, build relationships, share ministry impact, and invite financial partnership.
- Identify and cultivate new individual, church, business, foundation, and community supporters through introductions, research, networking, and follow-up.
- Present specific opportunities to give, make appropriate requests for support, and follow through on donor questions and commitments.
- Lead fundraising events and campaigns in collaboration with staff, volunteers, and board members; communicate progress and evaluate results.
- Work with the Finance & Administrative Manager to maintain accurate donor records, timely acknowledgments, communication follow-up, and responsible use of restricted gifts.
- Work with the board and other outside sources to develop grant opportunities and other appropriate avenues of support, coordinating applications, project information, and required reporting.
- Equip board members and ministry advocates to make introductions, tell the camp's story, and participate in fundraising.

Church, Community & Ministry Partnerships

- Serve as the primary representative and spokesperson for Beartooth Christian Camp.
- Build and maintain relationships with local and regional churches, pastors, ministry leaders, businesses, civic organizations, neighbors, and community partners.
- Arrange church visits, speaking opportunities, ministry presentations, and meetings to strengthen relationships and encourage participation, prayer, volunteering, staffing, and financial support.
- Participate in community gatherings, ministry networks, and camping association events to build partnerships and learn from other leaders.
- Develop relationships with current guest groups and prospective groups, encouraging return visits and new partnerships.
- Communicate camp needs, ministry outcomes, and future opportunities clearly through personal conversations, public speaking, and coordinated communications.

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Camp Operations, Programming & Guest Experience

- Oversee year-round camp operations across programming, hospitality, food service, facilities, administration, and the Trading Post.
- Work with the Assistant Director and department leaders to coordinate calendars, staffing, operational readiness, and communication between departments.
- Guide the development, delivery, and evaluation of camp programs, retreats, family events, and the Eleven28 Pastors Respite Retreat ministry.
- Develop guest group relationships, review agreements and pricing, and resolve significant guest concerns with professionalism and sound stewardship.
- Review camper, parent, guest, and staff feedback alongside participation and ministry outcomes to improve camp experiences.
- Provide practical support during peak seasons, staffing gaps, special events, and unexpected operational needs.

Financial Leadership & Organizational Stewardship

- Develop the annual operating budget with the Finance & Administrative Manager and department leaders for board review and approval.
- Manage operations within the approved budget and review financial reports, cash flow, forecasts, revenue trends, and expense variances regularly.
- Guide pricing, purchasing, staffing, and revenue development decisions to support financial stability and sustainable ministry.
- Maintain financial accountability through approved controls, purchasing authority, restricted-gift oversight, and timely reporting in partnership with the Finance & Administrative Manager.
- Coordinate with the board, treasurer, CPA, and other advisors on financial planning, required filings, and financial reviews or audits as applicable.

Facilities, Safety & Risk Management

- Work with facilities leadership, contractors, volunteers, and board committees to identify maintenance priorities and develop capital improvement plans.
- Establish project scopes, budgets, responsible leaders, and progress reporting; monitor work and address delays or concerns.
- Oversee camp safety policies, emergency preparedness, staff training, incident response, and appropriate documentation.
- Ensure responsibility is assigned for required inspections, permits, certifications, water-system monitoring, and other applicable operational requirements.
- Review insurance and significant risks with the board and qualified advisors; coordinate responses to emergencies and serious incidents.
- Ensure camper protection, staff boundaries, background screening, and reporting procedures are understood and consistently implemented.

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Board Communication & Organizational Accountability

- Maintain regular, timely communication with the board through its designated leadership and established reporting processes.
- Attend board meetings and provide updates on ministry outcomes, staffing, finances, fundraising, facilities, significant risks, and strategic priorities.
- Bring recommendations, relevant information, and decisions requiring board approval forward in a timely manner.
- Implement board-approved policies and decisions, communicating progress and identifying resources or support needed for completion.
- Coordinate with board committees and volunteers on assigned projects, clarifying responsibilities, communication, and follow-through.
- Establish annual performance goals with the board and participate in regular review of progress, priorities, and leadership development.

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Qualifications

- A growing, authentic relationship with Jesus Christ and commitment to the camp's mission, statement of faith, core values, and ministry standards.
- Demonstrated leadership experience in Christian camping, ministry, nonprofit management, business operations, or a related field.
- Ability to recruit, hire, supervise, coach, mentor, evaluate, and develop employees and volunteers.
- Strong organizational skills, effective delegation, sound decision-making, and consistent follow-through.
- Strong verbal and written communication skills, including public speaking and relationship-building with donors, churches, guests, and community partners.
- Understanding of budgeting, financial reporting, operational planning, and responsible stewardship.
- Experience in fundraising, donor development, and working with a governing board preferred.
- Ability to manage conflict respectfully and handle sensitive personnel, donor, and organizational information with discretion.
- Proficiency with computers and administrative systems, with the ability to learn camp management and financial reporting tools.
- Relevant education, training, or equivalent practical experience; commitment to ongoing spiritual and professional development.

Additional Notes

Because camp ministry is highly team-oriented, all staff members may occasionally assist in operational areas outside their primary responsibilities, including event setup, hospitality, cleaning, organization, and general camp support.

This position includes living on-site and participating fully in the life and community of camp ministry. Evening and weekend responsibilities, peak-season demands, and travel for donor visits, church visits, recruiting, and ministry partnerships are part of the role.

Scheduling and coverage should support appropriate rest and time away.

The Executive Director leads daily operations within board-approved policies, budgets, and delegated authority. The board provides governance and oversight. Responsibilities are carried out through staff, volunteers, contractors, and direct involvement as appropriate, with staffing and resources considered when setting priorities.