

Quaker Haven Camp Executive Director Job Description

Position: Executive Director - With key responsibilities in Personnel, Fundraising and Administration, and oversight of all Operations

Responsible To: Quaker Haven Camp Foundation Board of Directors

Part of Management Team

Responsible for: All Personnel

Direct Reports: Assistant Director, Director of Advancement, and Business Admin

Qualifications:

1. A deep and mature Christian faith
2. Experience in management, supervision, and delegation
3. Proven experience in nonprofit or hospitality leadership, ministry, or a related field
4. Ability and willingness to work long hours when necessary and with a flexible schedule
5. Good verbal and written communication skills
6. Strong organizational, financial, and administrative skills

General Responsibilities & Requirements:

1. Be a role model of Christ-like leadership, demonstrating kindness, patience, and integrity
2. Lead the development and implementation of Quaker Haven's mission, vision, and long-term master plan
3. Recruit, train, supervise, and evaluate all staff, both permanent and Summer Staff
4. Collaborate with the Board of Directors to guide governance, planning and evaluation
5. Ensure the property reflects a welcoming, peaceful, and well-maintained environment
6. Lead fundraising efforts
7. Ensure responsible stewardship of resources plus the long-term sustainability and growth of the camp
8. Act as the primary ambassador for QH

Specific Responsibilities:

1. Ensure alignment of staff with mission, policies, and safety protocols
2. Maintain donor database and cultivate relationships with donors and stakeholders
3. Build partnerships with Quaker meetings and other organizations. Travel to churches at least two Sundays a month (non-summer months) to represent Quaker Haven
4. Develop and manage the annual budget in partnership with the board
5. Oversee financial management and ensure compliance with regulatory and grant/funding requirements
6. Oversee daily operations
7. Oversee the maintenance/improvements and safety of all facilities, buildings, and grounds
8. Facilitate development of board meeting agendas/materials/process and keep up a good rapport with all Board members
9. Implement the expansion of camp facilities in accordance with the master plan
10. Oversee communications and outreach efforts to increase visibility and engagement

Quaker Haven Camp defines the job responsibilities with the understanding that as the camp's needs change and challenges or opportunities arise, duties and responsibilities may change. Job descriptions will be reviewed in conjunction with staff evaluations to accurately reflect these changes.

Quaker Haven Camp is an At-Will employer, which is defined as, at the will of either the employee or the employer, termination can be made at any time. Common consideration on either part is expected. Under normal circumstances 'common consideration' is defined as a two week notice.

Quaker Haven Camp Mission Statement

Quaker Haven offers a Christ-centered place of hospitality and service that demonstrates the love of Jesus to Young Friends of Indiana and Western Yearly Meetings, the wider Friends' community, and others whom God entrusts to our care.

Philosophy of Ministry

Guests come to Quaker Haven to learn, worship, serve, relax, and fellowship. God uses time spent at Quaker Haven to speak into the lives of His children. It is our ministry to provide for the physical needs of guests to remove distractions in order that God may remain their sole focus. The appearance of the buildings and grounds, comfort of the furnishings, and quality of the food all contribute to the camp and retreat experience. Therefore we shall strive to meet standards, exceed expectations, and continually seek improvement in all we do. We understand that the camp and retreat ministry requires a commitment of time and devotion beyond the demands of secular employment, but we are motivated by the joy of service to our Lord. This attitude with which we serve is equally as important as a testimony to our guests, volunteers, and support staff.

The Future

QHC started as a summer-only Quaker youth camp 100 years ago. It has grown into a year-round operation providing a spiritual retreat with the Quaker youth camping remaining a priority. The board and staff have developed a Master Plan to expand QHC's capacity for youth camp and the retreat facilities. The next director will need to be the leader in implementing the master plan and developing the resources that will fully utilize the expanded capacity.

Compensation:

Salary for the Executive Director position will be between \$60,000-\$70,000 plus housing or a housing allowance. In addition, health insurance, retirement benefits, various expense accounts, and paid vacation are included.

How to Apply:

Quaker Haven will be accepting applications for the Executive Director position through Oct 14, 2025. Interested applicants should send a resume or CV, cover letter, and three references (maximum of one personal reference) to the clerk of the Executive Director search committee, Tom Rockwell, at tom@quakerhaven.com