



Tower Hill Camp & Retreat Center
Executive Director
Position Description

Job Title: Executive Director
Reports to: Tower Hill Camp Board of Trustees
Status: Full-time, Exempt
Compensation: Salary range of $60,000-$70,000, on-site housing provided / available equal to $24,000 / year—additional benefits: health, life, and disability insurance and a retirement program.
Annual Budget: ~ $700,000

General Job Description: This position requires a leader with experience in directing a camp or similar non-profit organization. The Executive Director will have a broad range of skills:

- To support the camp's vision and promote our mission
- Direct the Staff and assist the Board
- Manage the property and facilities
- Oversee the financial, marketing, and fundraising operations
- Support the programmatic and spiritual life of the camp
- Maintain constructive community and church relationships

Tower Hill Camp and Retreat Center

History and Mission: Tower Hill Camp and Retreat Center is a place of acceptance, diversity, and community which supports a journey of growth with reverence for our natural surroundings. We invite people to "step out of the ordinary and into the sacred."

A century ago, our ancestors emerged from a pandemic knowing that places of rest, comfort, and recreation would be vital to the health and well-being of our church leaders and young people. The Spanish Flu pandemic in the United States ended in 1919, and by November of 1923, Tower Hill Camp in Sawyer, Michigan, was born. Located near the shores of Lake Michigan, Tower Hill was designed to house ministers and children connected to the mission of what is now the Illinois Conference of the United Church of Christ. In 2023, we celebrated our 100th year of offering campers and guests our wooded splendor.

Facilities: Tower Hill Camp and Retreat Center encompasses roughly 60 acres. We placed 30 acres of wooded trails in a Conservation Easement in 2015. The other 30 acres include 3 retreat centers that accommodate up to 62 people, 5 cottages that accommodate up to 30 people, and 5 youth facilities that accommodate up to 100 people. In addition to these year-round facilities, we also have a campground with a covered pavilion and showerhouse that accommodates up to 100 campers, and 5 summer-only youth cabins that accommodate up to 75 people.

Staff, volunteers, and patrons of camp: Our staff includes a full-time Office Manager, a part-time Maintenance/Groundsperson, and 4 part-time hospitality staff (housekeeping and dining hall attendants). In the summer, we have an additional 4-6 Summer program staff.

During our summer season, approximately 40 volunteers serve as leaders and counselors for our summer youth camps. We have a variety of volunteer work groups that come out in the spring and fall.

In 2026, we will have welcomed approximately 3200 guests to Tower Hill. We hosted children and youth attending summer camps, families gathering for reunions, clergy enjoying respite, and congregations gathering to build stronger relationships.

Essential Duties and Responsibilities

Leadership and Vision:

- Champion Tower Hill's mission as a place of diversity, acceptance, and community. Ensure that identity shows up in our programming, hospitality, marketing, and staff culture
- Work with the THC Board on strategic planning/long range goals, including the camp's direction in its second century.
- Serve as a non-voting, ex-officio member of the Board and relevant committees. Prepare regular reports and provide information to the Board.
- Carry out Board policies and decisions, and assist with Board development, orientation, and committee work as requested.
- Serve as the primary public face and spokesperson for Tower Hill with guests, donors, partner organizations, and the wider community.

Head of Staff:

- Recruit, hire, train, supervise, and evaluate year-round staff, including the Office Manager, maintenance/grounds keepers, and hospitality team. Maintain job descriptions and personnel records.
- Oversee the recruitment, training, and supervision of the 4-6 seasonal summer program staff and work with them to support the approximately 40 volunteer leaders and counselors.
- Coordinate spring and fall volunteer work groups, matching their efforts to maintenance and improvement priorities.
- Ensure all staff complete required background checks and church or child protection training, along with other required training/screenings.
- Continue to ensure a healthy, collaborative workplace culture for all staff members. Hold regular staff meetings and coordinate operations across our multi-seasonal events.

Property Management:

- Maintain licensing, accreditation, and other state and ACA requirements
- Supervise the care of Tower Hill buildings and grounds. Make decisions about major repairs and facility investments.

- Develop and monitor capital improvement plan.

Financial Stewardship:

- Manage a sustainable operating budget
- Ensure adequate income (grants, rentals, hosting camps, partnerships, guests, fundraising, set fees, etc)
- Control expenses commensurate with income (seasonal workers, maintenance, taxes & fees, inspections, utilities, etc)
- Prepare for necessary capital investments and depreciation

Marketing and Fundraising

- Serve as the camp's chief storyteller and lead fundraiser, actively building relationships and growing our base of donors. Develop and carry out an annual marketing plan that grows and diversifies camp use by UCC congregations, other faith communities, schools, nonprofits, family groups, and community organizations.
- Identify ways to increase year-round and off-season use of the retreat centers, cottages, and youth facilities.
- Oversee the camp's website, social media, newsletters, and promotional materials, making sure they reflect Tower Hill's identity as a place of acceptance, diversity, and reverence for nature.
- Lead all fundraising efforts, including the annual appeal, major gifts, planned giving, grant writing, capital campaigns, and special events.
- Personally cultivate, solicit, and steward donors to grow both the number of donors and the level of giving over time.
- Build and maintain an alum network of former campers, counselors, volunteers, and staff as a source of support and future leadership.
- Maintain accurate donor records and timely acknowledgment, recognition, and reporting to donors.
- Work with the Board to set annual fundraising goals and involve Board members in donor cultivation and solicitation.

- Track guest numbers, program enrollment, and giving trends, and use that data to guide marketing and fundraising decisions.

Programmatic and Spiritual Life

- Programs are the heart of Tower Hill's ministry. The Executive Director is expected to ensure that every camper and guest experiences the invitation to "step out of the ordinary and into the sacred." Programs remain safe, meaningful, and true to the camp's faith-based, inclusive values.
- Provide overall leadership for summer youth camps, including scheduling, staffing, curriculum, and quality of the camper experience.
- Make sure all programs meet high standards for health, safety, supervision, and child protection, and comply with Michigan youth camp licensing requirements.
- Integrate worship, reflection, faith formation, and spiritual practice into camp life in ways that welcome people of diverse backgrounds and beliefs.
- Promote outdoor and environmental education that nurtures reverence for creation, using the camp's wooded trails and conservation land.
- Evaluate programs each year through camper, parent, volunteer, and staff feedback, and use the results to improve and refresh offerings.
- Develop new programs that expand Tower Hill's reach, such as family camps, intergenerational events, adult retreats, sabbath and renewal retreats for clergy, and programs for underserved youth.
- Foster a culture of spiritual reflection, care, hospitality, and community for guests, staff, and volunteers.

Community and Church Relationships

- Tower Hill was founded to serve the churches of what is now the Illinois Conference of the United Church of Christ, and those relationships remain essential to its identity and future. The Executive Director is expected to actively build and maintain strong ties with the UCC and its congregations.
- Visit congregations, attend Conference gatherings, and speak at church events to raise awareness of Tower Hill and encourage participation and support.
- Partner with pastors and church leaders to promote youth camps, retreats, and other programs within their congregations.
- Build relationships with ecumenical and interfaith partners who share the camp's values.
- Be a good neighbor in Sawyer and the surrounding Berrien County area by working with local officials, businesses, emergency services, and community organizations.
- Seek local partnerships that create opportunities for community use of the camp and strengthen local support.
- Represent Tower Hill in a way that reflects its commitment to acceptance, diversity, and hospitality for all.

Qualifications and Competencies

Qualifications

- Master's in Divinity Education and Ordination (preferred)
- Five years' work experience in outdoor ministry, church setting, or similar non-profit
- Experience with ACA and state licensing and accreditation requirements
- Fundraising, grant writing, and marketing experience
- Business management experience including fiscal management and reporting; human resources including both staff and volunteer management
- Building property management and maintenance

Physical Requirements

- Pass a complete background check
- Hold a valid driver's license and the ability to drive camp vehicles
- Ability to walk, including uneven ground and climb stairs to reach all camp facilities
- Ability to use computer and office technology effectively
- Communicate effectively with staff, volunteers, and guests in person and on the phone.

Core Competencies

- Spiritual and organizational management that supports our mission, including praycations, church retreats, clergy retreats, and children/youth camps, with a focus on faith formation in multicultural and intergenerational events.
- Demonstrates a hospitable presence to all who contact Tower Hill Camp and Retreat Center, helping guests feel welcomed and engaged.
- Organizational skills to prioritize tasks and manage multiple priorities.
- Leadership that creates a positive work environment and facilitates open and clear communication with staff, guests, vendors, volunteers, and board members.
- Uses diplomacy and tact in all communication and relationships; keeps proper boundaries and confidentiality; acts with integrity as a representative of Tower Hill Camp and Retreat Center.

To Apply: Email cover letter and resume/profile to edsearch@towerhillcamp.org by December 1, 2026

For more information: See our website at www.towerhillcamp.org