



**Rivers Edge Camp & Retreat Centre**  
P.O. Box 39, Cremona, AB, Canada T0M 0R0  
403-637-2766 (office) 403-637-2765 (fax)  
[www.riversedgecamp.org](http://www.riversedgecamp.org)

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## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **Primary Purpose of Position**

As the Executive Director, you will be responsible for living out the mission, vision, and values of RECA through building incredible and engaging experiences for our campers and staff. You will be responsible for planning, implementing, executing, and reporting on all elements of RECA. You will build thoughtful marketing campaigns to acquire new supporters and engage existing ones. You will strive to provide spiritual leadership to the full time and part time staff in your care. You will work with the staff team using innovative strategies to help invite people to experience Christ centred life change.

### **Key responsibilities**

1. As an integral leader of the team, you will report to the board of directors and support our camp strategic statements by working collaboratively with all members of the staff team.
2. Overseas the spiritual leadership and pastoral care of the staff team with particular attention given to ministry zone leaders in their mentoring of their staff, volunteers, and campers.
3. Develop and provide oversight to a robust portfolio of major gift supporters and engage key long-term donors and prospects through relationship building to raise dollars for RECA operating budget and projects.
4. Oversee events where Gods work at RECA can be shared.
5. Learn, study, and become an expert on camp work as well as become informed and articulate about cultural issues impacting families and students.
6. Continue the strategic vision and road map of the camp in conjunction with the board of directors.
7. Develop an excellent camping experience for families, students, and children.
8. Be a hands-on people developer who leads, by example through performance management, a staff team that executes with excellence.
9. Define establish and present trackable metrics of success and failure for your team.
10. Promote the record vision, mission, and culture within the community and beyond.
11. Be an effective team builder who values unity.

### **Key relationships**

Board of Directors  
Paid staff team  
Summer staff  
Churches and constituents.  
MVC community (Mountain View County)  
Volunteers

## **Staff Supervised**

Finance Director/CFO  
Hospitality Director's  
Program/Equine Director  
Facilities Manager

## **Must Have's**

- I love of God's word and belief in his ability to inform and transform every persons life
- A growing relationship with Christ modeled by a life of integrity, character, and faith.
- An incredible passion for our minish mission that invigorates and excites everyone with whom you meet.
- 5 plus years of successful senior leadership administering the budget, staffing and volunteer needs within a non-profit or camping environment.
- A proven track record of building and maintaining teams through a collaborative effort.
- Three to five years of fund-raising experience and a proven track record of raising major gift funds.
- Outstanding communication skills, articulate and persuasive, with well honed relationship building skills.
- Drive and sophistication, excited by the opportunity to help shape the future of young leaders and the organization as a whole.
- A team orientation and strong work ethic, essential for this demanding environment that continually strives for excellence.

## **Personal character traits**

### **Passionate about pursuing Jesus.**

Has a deep relationship with Christ that is modeled through character and competence. Has strong spiritual disciplines, living a daily life of faith that is practical, authentic, and humble.

### **Passionate about helping others pursue Jesus.**

Has an understanding of people and how to disciple them in pursuing wholeness with Jesus.

### **Believes in the future of RECA.**

Takes responsibilities seriously, realizing that the success of this role is critical to RECA's growth.

### **A relationship builder and loves people.**

Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization, and externally with supporters. Has an innate social intelligence. Relates well to all types of people and is a skilled conversationalist.

### **A strategic thinker**

Has the strategic prowess and social intelligence required to help build profitable growth that leverages RECA's brand, assets, relationships, and opportunities to meet goals.

### **Mentor**

Enjoy managing and training team members and understanding how to maximize their skills and strengths.

### **Protection screening**

Will be required to complete a criminal record check and be Plan To Protect certified.

## **About River's Edge Camp and Retreat Centre**

### **Vision**

INVITING people to experience Christ centred life change.

### **Mission**

Providing opportunities for diverse groups to develop and grow into fully committed followers of Jesus Christ.

### **Our Values**

- Bible-based (2 Timothy 3:16-17)
- Integrity (Proverbs 2:20-21)
- Servant Posture (Mark 10:45)
- Team Leadership Ecclesiastes 4:9-12)
- Excellence (Philippians 4:8)
- Relationships (Matthew 22:36-39)
- Learning Environment (Proverbs 22:6)
- Fun (Proverbs 15:13)
- Community (Hebrews 10:25)
- Unity (John 17:20-23)

### **Strategic statements**

1. Prayer strategy  
Through the power of God in prayer seek wisdom and affirmation of plans and the use of resources regarding river's edge camp and retreat centre initiatives
2. Fundraising strategy.  
Implement fund raising activities through relationships that are sustainable, provide a reasonable return on investment, identify, and recruit major donors and establish a financial base of supporters.
3. Growth Strategy  
Grow river's edge camping retreat centre by focusing on expansion activities that support the vision and mission of the organization.
4. Program strategy (Continuous Improvement)  
Establish spiritual, academic, and vocational activities for participants that result in continued growth for individuals, families, and organisations.