



LAKE LOGAN

Retreat Center | Camp Henry | Outdoor School

Organization: Lake Logan
Location: 25 Wormy Chestnut Lane, Canton, NC, 28716
Job Title: Executive Director
Reports to: Board of Directors and Bishop

Location Summary

Lake Logan, located in Haywood County, North Carolina near the Blue Ridge Parkway (approximately 30 miles west of Asheville) is seeking an Executive Director who is committed to growing with this mid-size camp and conference center, developing Lake Logan as a source of spiritual formation and committed to embracing the mission of Lake Logan.

Lake Logan is a ministry of the Episcopal Diocese of Western North Carolina. The Retreat Center is open year-round to host all types of events, groups, and individuals for retreat, rest, renewal, and recreation. The Outdoor School offers a year-round outdoor education program for learners of all ages.

Lake Logan is also home to Camp Henry, the summer camp program for children, youth, and families in the Diocese of Western North Carolina.

The 300-acre property is adjacent to the Shining Rock Wilderness Area of Pisgah National Forest, featuring a mile-long lake fed by the West Fork of the Pigeon River. The lake is surrounded by forested and open land, a wide array of historic buildings with 86 cabin beds and 80 dorm style beds, plenty of places to gather indoors and out, and five primitive campsites.

Lake Logan Mission Statement

"Lake Logan serves Christ by welcoming all generations to experience restoration and reconciliation with God, one another, and all creation."

Position Summary

The Executive Director is responsible for furthering the mission and vision of Lake Logan through positive public relations, excellent hospitality and guest services, and sound management of human, financial, and physical resources as the chief executive, financial and operating officer of Lake Logan. The Executive Director, ensuring Lake Logan's Episcopal identity, serves as a faith-based leader in community, state, and national organizations that provide benefit to the mission of Lake Logan. Give group, community, and diocesan presentations to share the mission and vision of Lake Logan with the wider community.

The Executive Director is a year-round position. The administrative office resides at Lake Logan.

Qualifications

- Bachelor's degree in nonprofit management, business, hospitality, communications or other related degree.
- 5 years experience in camp and conference administration preferred.
- Demonstrated knowledge of non-profit financial and legal requirements as well as healthy organizational standards.
- Proficient with Microsoft Office Suite tools, Google Work Suite and nonprofit accounting software packages.
- Excellent oral and written communication skills
- Understanding and appreciation of the Episcopal Church and sincere desire and willingness to carry out the mission of Lake Logan and the Episcopal Diocese of Western North Carolina.
- Proven track record of grant writing and grant awards.
- Ability to develop and maintain relationships with donors, camp alumni, and all collaborative partners.
- Maintain a valid and current NC driver's license.
- Maintain a satisfactory background check.

Essential Responsibilities

Visionary & Strategic Leadership:

- Collaborate with the Board of Directors to create, implement, and evaluate strategic long- range plans.
- Work with the Board to recruit and develop a healthy membership that meets Lake Logan's needs for growth and maintenance.
- Serve as ex officio member to Lake Logan committees, appointing staff representatives as applicable.
- Communicate regularly with the Board Chair and Bishop.

Team Building & Culture:

- Identify, recruit, train, supervise, and evaluate a diverse staff team in various areas of operations, program, and business management, delegating responsibility as appropriate and empowering staff to perform their roles effectively.
- Develop an organizational culture that promotes collaboration throughout the organization and a commitment to Lake Logan's mission.
- Provide regular opportunities for staff communication and professional development.
- Collaborate with employees at every level to ensure quality services, programs, and facilities.
- Develop and manage the implementation of policies for staff.

Financial Management:

- Develop and manage an annual budget that creatively drives revenue growth, manages costs, and aligns with Lake Logan's mission.

- Administer annual budget by tracking revenue and expenditures, ensuring proper cost justification and sustainability.
- Ensure clear and accurate financial reporting to the Bishop and Board in accordance with GAAP.
- Work with department heads to provide an understanding of department budgets.
- Manage the Retreat Center schedule to maximize the use of dates, space, staff, and other resources.
- Develop and maintain a competitive analysis of the market with respect to other Christian camps to ensure the financial sustainability of Lake Logan.
- Ensure that Lake Logan follows laws and regulations to maintain nonprofit status.

Program and Sales Development:

- Work in consultation with the Lake Logan Board and directly with staff to develop, grow and retain new non-camping group guests that will drive an increase in facility utilization by organizations both inside and outside of the Diocese.
- Promote programs consistent with the current interests of the diocesan community and other interested groups. Ensure all programs are consistent with the mission and values of Lake Logan.
- Plan and publicize year-round retreat programs.
- Continuously seek and analyze input from guests and diocesan leaders regarding the quality, safety, and enjoyment of the program and personnel.

Marketing:

- Develop and execute a comprehensive and integrated marketing plan for Lake Logan - Retreat Center, Camp Henry, and Outdoor School.
- Engage and serve as the face and voice of Lake Logan in the Diocese and community.
- Develop, implement, and evaluate the annual communications plan.
- Manage the creation, distribution, and maintenance of print and electronic collateral including, but not limited to, newsletters, brochures, annual report, e-newsletters, social media, and website.
- Train staff members on appropriate communication policies, skills, and techniques as needed, particularly so that Lake Logan's message and mission are articulated consistently with a coordinated brand.

Fundraising and Donor Development

- Collaborate with Board and staff to develop and implement a comprehensive annual fundraising plan that includes Retreat Center, Camp Henry, and Outdoor School.
- Working with the Development Committee of the Board, attract and retain donors through the development of positive relationships.
- Coordinate with the Development Committee of the Board on any major fundraising initiative.
- Build relationships with current Lake Logan Trailblazers and prospective donors.
- Manage gifts with integrity and thank all donors and volunteers.
- Maintain up to date and accurate records of all donors.
- Identify and apply for appropriate grants.

Organizational Safety and Stewardship of Infrastructure:

- Provide oversight of business operations, including preventive and on-going maintenance of the physical plant and compliance with all related and required licensing, safety, local, State and Federal statutes, and rules.
- Work closely with Facilities Director and Camp Henry Director to administer and continually improve sound emergency action plans, safety policies and procedures for guests, campers, volunteers and staff.
- Maintain all safety and accident report documentation.
- Access and recommend maintenance and upgrades to facilities to provide a wholesome camp experience and ensure licensing compliance.
- Conduct on-going assessment of property and maintenance needs and develop operational maintenance plans.
- Prepare long-term property plan showing projected needs by year that is aligned with the strategic plan.
- Develop and maintain maintenance and asset management documentation.

Physical Aspects of the Position

- Ability to understand and implement safety procedures.
- Ability to move across the property on bumpy terrain.
- Ability to lift occasionally up to approximately 25 pounds.
- Ability to safely drive cars, light trucks, and other motorized vehicles.
- Physical ability to respond appropriately to a variety of situations (ie. environmental hazards or situations requiring first aid). Must be able to assist guests in an emergency (fire, evacuation, illness, or injury).
- Willingness to work irregular hours.

Hours

Typical schedule is a 40+hour week. The administrative office is typically open Monday through Friday of 9 AM to 5 PM; however, adjustments are often made based on Lake Logan needs and regularly include evening and weekend work. The Executive Director lives on site and is often called to respond to guest needs after hours.

Remuneration

Salary is commensurate with experience. Benefits package includes full medical and dental insurance, life insurance, EAP, pension, vacation, and personal days. Housing, utilities, internet, cell phone, and some meals are provided.

How to apply

Please send Cover Letter and Resume to The Rev. Canon Augusta Anderson canonaugusta@diocesewnc.org. Please do not contact Lake Logan directly.