

# **Executive Director – Island Lake Christian Retreat Centre**

**Reports to:** Board of Directors

**Type:** permanent, full-time (average of 40 hours per week)

**Location:** Crowsnest Pass, Alberta (Remote, On-site as required)

## **Position Summary**

The Executive Director (ED) provides overall leadership to the operations of Island Lake Christian Retreat Centre (ILCRC) under the guidance of the board of directors, ensuring the organization fulfills its mission to connect people with God and one another. The ED is responsible for strategic planning (to be presented and approved by the board of directors), operations management, program development, staff and volunteer management, membership promotion, fundraising, and financial sustainability.

This is a position of a developmental nature; future viability depends on the successful development of ILCRC's resources.

## **Key Responsibilities**

### **1. Vision & Leadership**

- Champion ILCRC's mission, vision, and culture of love, unity, and humility.
- Serve as the visionary advisor and public representative of the ministry.
- Work with the Board to translate the Strategic Plan into annual priorities and measurable results.

### **2. Program Development**

- Oversee/coordinate ILCRC-led events (Family Camp, retreats, new programs), ensuring quality, spiritual depth, and community impact.
- Expand rental base with an emphasis on Christian ministries.
- Explore new programming opportunities in line with ILCRC's vision.

### **3. Staff & Volunteer Leadership**

- Direct, mentor, and support staff/volunteers.
- Build and sustain a healthy membership base and volunteer culture.

- Recruit and coordinate volunteers and specialized personnel (cooks, childcare, speakers, musicians).

#### **4. Fundraising & External Relations**

- Develop a donor base and fundraising opportunities: major donors, monthly giving campaigns, and fundraising events.
- Build partnerships with churches, ministries, and Christian organizations regionally and nationally to see the ILCRC vision and mission fulfilled and help make connections for membership growth and donor base growth.
- Serve as the key spokesperson for raising awareness of ILCRC with donors, guests, and the wider community.

#### **5. Operations & Finance**

- Present a proposed budget and yearly plan, in coordination with the site manager, to the board of directors yearly.
- Create quarterly reports of progress and present to the board of directors.
- Work with Site Manager to ensure rentals and guest ministries are managed effectively and align with ILCRC's mission.
- Work with the Site Manager on facility needs, repairs, and capital projects.
- Manage risk, compliance, and policies in line with board governance.

### **Qualifications**

#### **Spiritual:**

- A committed follower of Jesus Christ, aligned with ILCRC's culture, and passionate about unity in the Body of Christ.

#### **Experience:**

- Proven leadership in ministry, nonprofit, camp, or church settings (2+ years preferred).
- Experience in fundraising and donor relations.
- Strong background in team leadership and volunteer mobilization.

#### **Skills:**

- Vision-casting and strategic planning.
- Strong communication and relationship-building.
- Financial literacy and organizational management.
- Ability to balance big-picture leadership with hands-on tasks.

## **Compensation**

**Salary:** \$60,000

**Vacation:** 3 weeks

**Unpaid time off:** Available upon request

**Mileage:** matching the Site Manager position