



Executive Director - Position Overview

Kuriakos is a Christian community set apart to be together. We encourage growth and a sense of belonging as a gift from God. We are rooted in grace-centred theology as expressed within the Lutheran family of faith and the Lutheran Confessions.

Kuriakos operates as a year-round camp and retreat centre running multi-generational programming on the shores of Sylvan Lake, Alberta, Canada.

The Executive Director is responsible for the successful leadership and overall management of Kuriakos following the mission, vision and values set out by the Sylvan Lake Lutheran Bible Camp Association (the Association) through its elected Board of Directors.

The Executive Director reports to the Board of Directors and leads a team of full-time and seasonal staff in the areas of human resources, fund development, financial management, program development, marketing, and operational service delivery. This role focuses on establishing and maintaining effective and positive working relationships with a variety of stakeholders such as donors, staff, campers, parents, member congregations, rental groups etc. in order to deliver the programs, ministries and services of Kuriakos.

The Executive Director will be responsible for nurturing a vibrant faith community and ensuring that the Word of God is proclaimed and the Sacraments are administered in good order and in keeping with the practices represented within the Lutheran family of faith.

In cooperation and consultation with the Board of Directors, Committees of the Board and through the leadership and supervision of the Assistant Director, the Executive Director performs the following more detailed roles and responsibilities:

Leadership

- Foster a positive and effective working relationship with the Board of Directors
- Participate with the Board of Directors in developing a strategic plan that aligns with the established mission, vision and values to guide the Association
- Provide faith leadership and spiritual development and mentoring to staff
- Provide faith leadership to the Kuriakos community
- Encourage, nurture and work to reflect different perspectives and viewpoints both in the day to day operations and overall mission of Kuriakos

Operational planning and management

- Develop an operational plan that incorporates goals and objectives that work towards the mission, vision and overall strategic direction of the Association
- Oversee the efficient and effective day-to-day operation of Kuriakos
- Participate in all areas of Kuriakos's activities to the extent necessary for proper awareness and supervisory function
- Oversee maintenance of Kuriakos's database and document management

- Attend all board meetings and provide input to the Board for meeting agendas and provide materials to support the agenda when required
- Serve as a member ex-officio of all committees of the Board - Vision, Risk Management, and Sustainability - attending meetings as necessary
- Assist with the drafting of policies for the approval of the Board and prepare procedures to implement the Association's policies; review existing policies as required and recommend changes to the Board as appropriate
- Ensure that Kuriakos maintains accredited status within the Alberta Camping Association, adhering to the ACA Standards Manual at all times

Financial planning and management

- Work with staff and the Sustainability Committee to prepare an annual operating and capital budget for Board approval
- Administer the funds of Kuriakos according to the approved budget and monitor cash flow
- Ensure that sound bookkeeping and accounting procedures are followed
- Approve expenditures within the authority delegated by the Board
- Hold the seal of the Association and use at the direction of the Board
- Provide the Sustainability Committee and/or Board with reports as required on the revenues and expenditures
- Recommend to the board, as needed, revisions to the annual budget and major unanticipated expenditure needs
- Maintain effective financial policies, practices and procedures to ensure financial accountability and timely reporting
- Work with the Board to develop and maintain sustainable funding for the operation of Kuriakos
- Research funding sources, develop fundraising plans, overseeing their implementation, and write funding/grant proposals to increase funding opportunities

Human resources planning and management

- Oversee the implementation of human resources policies, procedures and practices
- Establish a positive, healthy and safe work environment
- Determine staffing requirements
- Recruit, interview, select, train and supervise staff as required
- Oversee the Assistant Director in the supervision of Full Time and Seasonal Staff
- Ensure a performance management process is in place for all staff that includes monitoring the performance of staff on an on-going basis and conducting annual performance reviews
- Coach and mentor staff as appropriate to improve performance

Marketing and Relationship Development

- Establish and maintain good working relationships, collaborative arrangements, and communication with stakeholders (donors, staff member congregations, campers, parents etc.) to help achieve the goals, mission, and strategic plan of Kuriakos

- Undertake and oversee promotional and public relations work aimed at increasing awareness of Kuriakos programs and promoting increased attendance
- Build strong relationships with donors and identify, develop, and seek new resources
- Initiate and engage in a variety of fundraising and networking activities to help ensure the ongoing financial viability of camp
- Represent Kuriakos and promote the camp's mission and values within the Lutheran Church Community (locally, provincially and nationally) as well as externally to increase greater community awareness of Kuriakos' programs, ministries and services
- Provide leadership in the development of Kuriakos publications, and the maintenance of the Kuriakos web and social media accounts

Program planning and management

- Oversee the development, planning, implementation and evaluation/reporting of Kuriakos' programs, ministries and services
- Ensure the principles of inclusivity are reflected in the programs, ministries and services offered by Kuriakos
- Ensure that the programs, ministries and services offered by Kuriakos contribute to the Association's mission and reflect the priorities of the Board
- Monitor the staff oversight of day-to-day delivery of the programs, ministries and services of the camp to maintain or improve quality

Property Management

- Ensure the maintenance of physical aspects of the camp for cleanliness, safety and functionality
- Report and advise the board regarding needs in the area of buildings, grounds and maintenance that exceed normal daily requirements

General Qualifications

- A deep personal Christian faith
- Post-secondary education in a related field of study (Masters of Divinity, recreation management, business management, education) or an equivalent combination of education and experience
- The Executive Director may be rostered or a layperson and should have an operational awareness of the institutional church
- A minimum of 5 years of supervisory and management experience in a related field (camp ministry, church or non-profit sector)
- Experience working with a volunteer board
- Strong interpersonal skills and the ability to work with a diversity of people and situations in a positive and supportive manner

Personal Attributes

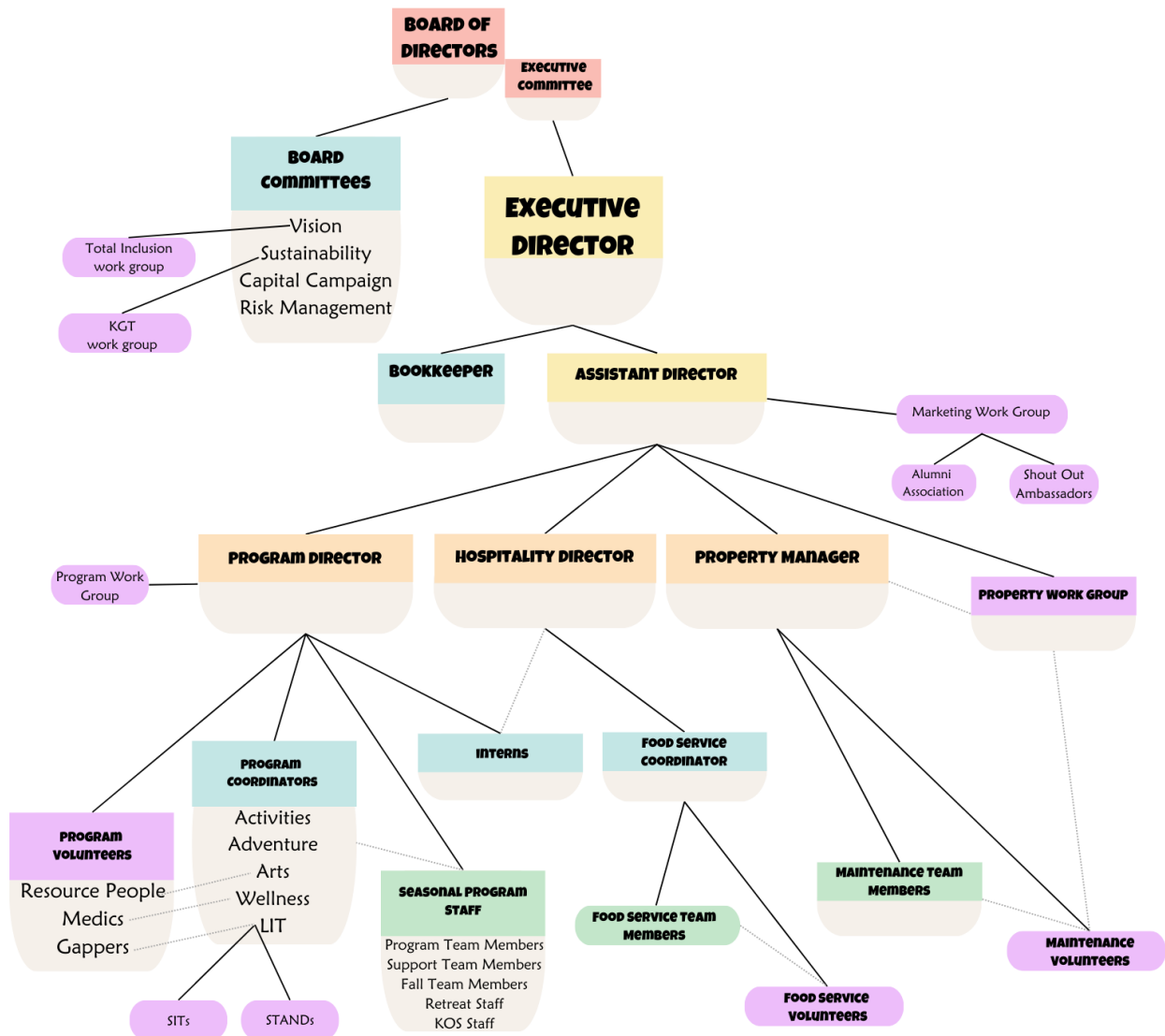
- A passion for working with people of all ages
- A pride in facilitating memorable community building experiences
- A commitment to developing young leaders

- An ability to recognize emerging outdoor ministry trends and opportunities and to enable the development of new programs
- The ability to foster a profound sense of team
- Superior communication skills that can shape and convey key messages to diverse audiences
- An ability to identify grants and fundraising opportunities that will contribute to the ministry's financial base
- Sound financial management skills
- An ability to initiate and manage change

Other duties as assigned or required

The Executive Director may be required to perform other duties as directed by the Board of Directors. As such, the above statements are intended to describe the general nature of the work required. This list of duties and responsibilities is not exhaustive.

KURIAKOS **ORGANIZATIONAL CHART**



AUGUST 2023

I belong at camp.