

Executive Director

STAFF PURPOSE

The Executive Director seeks to lead and serve as a faithful part of God's work in and through the ministry of Glen Lake and the Horizon Texas Conference of the United Methodist Church (HTCUMC). The Executive Director serves on a ministry team dedicated and committed to a team approach to the ministry entrusted to us.

JOB SUMMARY

The Executive Director (ED) works with the Glen Lake Camp & Retreat Center (GLCRC) Board of Directors (BOD) in cooperation with the Director of Child and Youth Empowerment of the HTCUMC, in carrying out the conference camp and retreat ministry. The ED provides general oversight of the entire ministry, including visioning, facilities, programs, food service, summer camp, hospitality, guest services, administration, finances, operations, and all other work needed to fulfill the mission. The ED is considered a professional, exempt employee.

DUTIES AND RESPONSIBILITIES (includes but not limited to)

- Leadership, Vision, and Fundraising
 - Oversee total camp and retreat operations and ensure adherence to all policies set by the GLCRC BOD
 - Represent Glen Lake Camp as the Camp Ambassador and present to all guests in a positive manner by transmitting the core values
 - Oversee and support the Executive Team: Program Director, Guest Service Director, Facilities Director, and Retreat Coordinator by collaborating on planning and implementation of the strategic plan. ○ Help recruit campers, volunteers, and guests for Summer Camps, Winter Retreats, Bible Camp, Rental Groups, and Volunteer events and other opportunities offered throughout the year.
 - Recruit, interview, hire, train, supervise, inspire, lead, develop, and evaluate staff ○ Develop, plan, organize, and implement sound policies and procedures across all areas of operations
 - Partner with the Annual Conference staff and provide an annual report to the Bishop, Cabinet, Districts, local churches, and the Conference as to the ongoing work and mission of the ministry of GLCRC
 - Lead and grow a robust development and fundraising program in support of BOD goals, including:
 - Expanding and deepening the existing portfolio of donors
 - Building and executing a plan to identify, cultivate, solicit, and steward annual, major, and planned gift donors
 - Personally connecting with potential donor groups and individuals, and confidently making the ask for major capital investments.
 - Working with the Program Director on Newsletter and Annual Giving mailings

- Operations, Hospitality, Guest Experience, and Programming
 - Maintain a positive relationship with all Glen Lake guests by providing Christian hospitality
 - Ensure a clear, effective, and pleasant booking experience, and drive maximum utilization of facilities
 - Present Glen Lake Camp to guests in a positive, mission-forward manner that transmits our core values
 - Stay closely connected to Glen Lake staff, programs, and daily happenings across the ministry
 - Build and sustain relationships with churches within the conference – exploring their needs, anticipating new opportunities, and monitoring Glen Lake’s reputation and visibility.
 - Communicate with target audiences and manage user group relationships through personal visits and electronic communication
 - Collaborate with the Program Director to create, plan, and oversee the Summer Camp, Bible Camp, and Winter Camp programs.

Facility, Risk, and Financial Stewardship

- Work in conjunction with the Facilities Director to ensure facility and grounds are in excellent working order
- Ensure compliance with all health, safety, food laws, regulations, governmental procedures, and requirements at the local, state, and federal level
- Evaluate and contract with service and insurance providers, negotiating terms that protect the ministry’s people, property, and long-term viability
- Maintain all annual licensure and state requirements for the camp. ○ Manage the financial budget in partnership with the Bookkeeper and the BOD Finance/Development Subcommittee
- Schedule and plan annual Audit or Financial Review
- Work with Executive Team to review and adapt Emergency Action Plan each year
- Navigate the current regulatory, insurance, and risk-management landscape facing Texas river-based camps and retreat ministries – including flood, liability, and safety compliance, with clear-eyed diligence and proactive planning

QUALIFICATIONS/EDUCATION

- A deep Christian faith consistent with the standards of the United Methodist church, whose Christian faith is a guiding force in his/her everyday life and who is willing to share that faith with guests, staff members, and donors
- Vision, energy, and passion for camping and retreat ministry and the outdoors
- Proven experience leading and working effectively with a team, with the confidence to make decisions and drive results
- Demonstrated ability to manage complex systems: financial, operational, and people, simultaneously
- A track record of successful fundraising, donor cultivation, or capital campaign leadership strongly preferred
- Welcoming spirit of radical hospitality paired with a relentless drive for quality, outcome, purpose, and mission

- Bachelor's Degree from an accredited college or university with a broad-based education that will facilitate communication on a variety of topics, related areas, or experience and professional certification
- At least 2 years of experience in a manager or director-level role in Christian camping or a related not-for-profit or ministry setting
- Comfort and competence navigating regulatory, insurance, and risk-management matters in a hospitality or camp operations environment
- Familiarity with accepted camp management practices, and participation in relevant professional development workshops, institutes, seminars, or courses

PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, stand, and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 5-10 pounds on a regular basis and up to 50 pounds on an occasional basis. Manual dexterity and coordination are required over 80% of the work period while operating equipment such as computers, vehicles, and similar machines. The work schedule will vary and will include some nights and weekends, as well as travel.

BENEFITS

- Paid Time Off (detailed in Employee Policy and Procedure Manual)
- Matching pension benefits available after one year of full-time employment
- On-site housing with basic utilities included (water, electricity, and gas)
- *Salary: \$70,000 | Housing: Provided*

The Executive Director will adhere to the principles of confidentiality concerning the business of this ministry.

TIMELINE FOR HIRING PROCESS PLAN

- Resume with cover letter accepted through Sept. 25, 2026
- Screening interviews through Oct. 2.
- Virtual interviews through Oct. 16
- In-person interview date TBD

The Horizon Texas Conference of The United Methodist Church is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.