



Executive Director Position Description

Date	April 2024
Title	Executive Director, Lake Doniphan Conference & Retreat Center (LDCI)
Education Requirements	Bachelor’s Degree in Hotel/Restaurant Management, Business Administration, or a related field.
Experience Required/Desired	Minimum of eight to ten years successful and progressive management experience in a camp, resort or retreat center environment, or an institution (school, health care facility, etc.).
Immediate Supervisor	LDCI Board President
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) List hours per week: <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text.

<p>Summary of Position <i>(3-4 sentences describing the position in general terms)</i></p>	<p>Lake Doniphan Conference and Retreat Center is looking for a talented, motivated, and detail-oriented individual to oversee the management of our 300-acre facility located at the northeast edge of the Kansas City Metropolitan Area in northwest Missouri. Responsibilities include but are not limited to, the management of all personnel, operations, buildings and property, up to and exceeding the satisfaction of the guests.</p> <p>This position is responsible for the overall direction and operation of Lake Doniphan Conference & Retreat Center—in accordance with Community of Christ requirements and applicable safety, health and accreditation standards—in order to serve the program needs of patrons and guests. We have a no tobacco/alcohol/drug/weapons use policy for all Community of Christ properties and facilities and the successful candidate is expected to uphold this policy to all users and employees of the grounds.</p> <p>This ACA accredited facility offers full-service housing, dining, and recreational services for more than 13,000 user days each year. Under the direction of the property’s Board of Directors, the Lake Doniphan Executive Director is</p>
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	<p>responsible for financial success through administrative staff leadership, marketing, food service, recreational, custodial and maintenance efforts. Residence on the grounds is provided. Must have a flexible schedule with the ability to work nights, weekends and holidays as needed, and the ability to fill in for other staff roles in their absence. Please include pay range expectations.</p>
<p style="text-align: center;">Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5)</i></p>	<ol style="list-style-type: none"> 1. Provide daily leadership in the operation of Lake Doniphan to serve its programs, Community of Christ groups, and organizations with similar missions. This includes the management of all personnel, operations (food and hospitality services, facilities and grounds maintenance, program staff, summer staff, etc.), buildings and property. 2. Ensure that Lake Doniphan policies, procedures and ethics are adhered to. 3. Lead by example by maintaining positive working relationships with all Lake Doniphan employees and by regularly working alongside staff and performing tasks when staff are not available (washing dishes, hauling trash, cooking, making beds, painting, etc.). 4. Inspire a team-oriented environment that fulfills the mission and success of the organization. 5. Work with LDCI board of directors to develop and implement a visionary business plan for the property. 6. Management objectives include, but are not limited to, safety for guests and employees, budget preparation and monitoring, growth marketing, organizing facility's use, maintenance of facility buildings and grounds, outstanding hospitality for facility guests, successful retention of user groups, marketing to potential user groups, expense control, revenue growth and a positive environment for guests and employees. 7. Be the primary phone contact for booking inquiries, guest needs assessment, quote development, scheduling facilities usage, booking follow-up, coordinating a combined menu for multiple groups, scheduling event arrivals and departures to avoid conflicts, invoicing, collecting payment, etc. 8. Provide assistance and support for the funding development efforts of the Board of Directors, including identification, cultivation, and stewardship of current and potential donors. 9. Uphold the sponsoring organization's no tobacco/alcohol/drug/weapons use policy to all guests and employees of the grounds. 10. Responsible for all other duties that may be assigned.
<p style="text-align: center;">Competencies/Skills <i>(List knowledge, skills, and abilities necessary to perform job, including physical demands,</i></p>	<ol style="list-style-type: none"> 1. A commitment to Community of Christ and Lake Doniphan missions, philosophies and values.



<i>with a minimum of 5 required and 3-5 desired)</i>	<p>2. Experience with developing budgets, developing revenues, and controlling expenses; ability to create, comprehend and interpret a variety of analytical reports; understanding of financial statements.</p> <p>3. Excellent business management and analysis skills for a dynamic and complex organization including organizational and follow-through skills with attention to detail.</p> <p>4. Ability to establish and monitor a team-oriented environment; to provide staff leadership to fulfill organizational goals and objectives.</p> <p>5. Excellent communication skills: verbal, written and listening; provide front-line leadership for public relations initiatives and marketing efforts; possess excellent grammar, punctuation, and proof-reading skills with command of the English language.</p> <p>6. Proficiency with the Internet, Microsoft Office, and ability to quickly learn other software.</p> <p>7. Understanding of the camping and hospitality industries.</p> <p>8. Background in non-profit 501(c)(3) organizational management.</p> <p>9. Ability to live on the grounds in provided housing, preferred.</p>
Supervisory Responsibility	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please say how many staff and what positions are being supervised. Staff numbers range from 3 to 25 or more, seasonally.</p>
Registered Youth Worker	Employee is required to be a registered youth worker with Community of Christ before employment begins.
Anti-Harassment Training	Employee is required to complete employer provided anti-harassment training within 30 days of hire and annually thereafter.
Grade <i>(To be filled out by Human Resource Ministries)</i>	N/A
Ministerial Status <i>(to be determined by Human Resource Ministries)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Status <i>(to be determined by Human Resource Ministries)</i>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

