



Executive Director Position Description

Date	September 2025
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 two to five years successful and progressive management experience in a camp, resort or retreat center environment, or an institution (school, health care facility, etc.).
Immediate Supervisor	President of the Board of Directors
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.

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	<p>Lake Doniphan Conference and Retreat Center is looking for a talented, motivated, and detail-oriented individual for a pivotal leadership role responsible for the comprehensive oversight and strategic management of our 300-acre facility located at the northeast edge of the Kansas City Metropolitan Area in northwest Missouri. This ACA accredited facility offers full-service housing, dining, and recreational services for more than 13,000 user days each year.</p> <p>Responsibilities include but are not limited to, ensuring efficient operation, financial performance, marketing, fundraising, public relations, and supporting operations (administrative, food service, hospitality, and facilities and grounds maintenance) up to and exceeding the satisfaction of the guests. This position will be responsible for managing the overall operations 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 needs of patrons and guests.</p> <p>We have a no marijuana/tobacco/alcohol/drug/weapons possession 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>
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	<p>Residence on the grounds may be an option but is not required; residence within 20 minutes of the campground is expected.</p> <p>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.</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>	<p>Financial Management:</p> <ul style="list-style-type: none"> ○ Manage and monitor the annual budget, focusing on revenue generation and cost control to enhance the organization's financial outlook. ○ Manage quotes, invoicing, expense tracking, and provide documentation for our external accounting group. ○ Approve expenditures and manage inventory for supplies and services. <p>Sales & Marketing:</p> <ul style="list-style-type: none"> ○ Develop and execute sales and marketing strategies to attract new guests and retain existing groups, focusing on achieving occupancy and revenue goals. ○ Oversee the creation and distribution of marketing materials, website content, and social media presence. ○ Act as phone contact for booking inquiries, guest needs assessment, quote development, scheduling facilities usage, booking follow-up, and collecting payment. ○ Build and maintain relationships with the sponsors (the Central Mission Center and the Midlands Mission Center of Community of Christ), guest groups, various non-profits, and community groups. ○ Periodically analyze retreat center trends to adjust strategies as needed. ○ Assist with fundraising efforts. <p>Operational Management:</p> <ul style="list-style-type: none"> ○ Ensure all day-to-day operations are met across facilities and grounds maintenance, housekeeping, food service, and administrative responsibilities, offering to support in training, supervision, and filling in to complete tasks as needed. ○ Oversee operational policies and procedures to optimize guest satisfaction. ○ Ensure compliance with all local, state, and federal regulations, including health, safety, and environmental standards. ○ Maintain American Camp Association accreditation.

	<ul style="list-style-type: none"> ○ Monitor and enforce employee compliance with the registered youth worker program and other training required by Community of Christ. ○ Provide updates and coordinate business plans with the board of directors. ○ Work with various board committees on projects and planning. ○ Coordinate and lead campground-sponsored programming. <p>Human Resources & Team Leadership:</p> <ul style="list-style-type: none"> ○ Coordinate with the Operations Director in the recruitment, hiring, training, and supervision of team members. ○ Oversee performance reviews, provide constructive feedback, and facilitate professional development opportunities. ○ Manage staff scheduling, coordinate payroll, and ensure adherence to HR policies. ○ Measure and promote a culture of exceptional guest service and teamwork. ○ Complete other duties as assigned.
<p>Competencies/Skills <i>(List knowledge, skills, and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p>	<ul style="list-style-type: none"> ● A commitment to Community of Christ and Lake Doniphan missions, philosophies and values. ● Skilled with Microsoft Suite, especially Outlook, Excel and Word. Able to learn new software quickly and independently. ● Excellent business management and analysis skills for a dynamic and complex organization including organizational and follow-through skills with attention to detail. ● Ability to establish and monitor a team-oriented environment; to provide staff leadership to fulfill organizational goals and objectives. ● 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. ● Understanding of the camping and hospitality industries with some experience in building maintenance and food preparation. ● Ability to lift 50 lbs.
<p>Supervisory Responsibility</p>	<p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>Operations Director and lead roles in food service, facilities and grounds maintenance, and housekeeping. Staff numbers range from 0 to 20 or more, seasonally.</p>
<p>Background Check</p>	<p>A background check is required at the time of job offer and before work commences.</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.
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