



HOLMES CAMP & RETREAT CENTER

Position Specification

Executive Director

Our Mission: Educate/Empower/Renew

July 2025



CONFIDENTIAL POSITION SPECIFICATION

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| Position | Executive Director |
| Organization | Holmes Camp & Retreat Center |
| Location | Holmes, NY |
| Reporting Relationship | Board of Directors |
| Website | www.Holmescamp.org |

OPPORTUNITY

Holmes Camp & Retreat Center (“Holmes”) is a vibrant and expansive retreat, conference, and outdoor ministry center located on 550 acres of hills, forests, lakes, and trails in the Hudson Valley, just over an hour north of New York City. With facilities ranging from hotel-style lodging to rustic cabins and open-air pavilions, Holmes is a welcoming place for people of all faiths and backgrounds to encounter rest, renewal, and transformation.

Owned by an independent 501(c)(3) organization and affiliated with the Presbyteries of Hudson River, New York City, and Long Island of the Presbyterian Church (USA), Holmes serves congregations, nonprofits, schools, community groups, and individuals through hosted retreats, programming, and events. Its mission — to **Educate | Empower | Renew** — is guided by the core values of **faith, curiosity, conservation, community, recreation, hospitality, and rest**.

The next Executive Director will lead Holmes into a dynamic new chapter — building strong partnerships with congregations, creating meaningful programs for youth and adults, advancing financial sustainability, and ensuring a culture of radical hospitality and operational excellence. This is a unique opportunity for a visionary leader to steward a beloved place of spiritual growth and community in a time of new possibility.



ORGANIZATION BACKGROUND

Holmes Camp & Retreat Center has long served as sacred ground for faith exploration, personal renewal, and environmental stewardship. Its year-round campus includes miles of wooded trails, four lakes, multiple gathering spaces, and accommodations suitable for diverse groups — from youth camps to adult retreats, family reunions to nonprofit conferences.

As Holmes pivots from running a traditional residential summer camp to a multi-use retreat and program center, it is actively seeking to expand year-round offerings and deepen its service to affiliated Presbyterian congregations and the broader community. Holmes is a proud member of PCCCA (Presbyterian Church Camp and Conference Association) and continues to foster relationships with churches, alumni, and partners across the Northeast.

POSITION SUMMARY

The Executive Director is the chief executive officer of Holmes Camp & Retreat Center and reports directly to the Board of Directors. The Executive Director is responsible for advancing the organization’s mission, ensuring operational excellence, expanding programmatic impact, and securing long-term financial sustainability.

This role requires strong strategic leadership, proven nonprofit management experience, a deep commitment to Christian hospitality, and a passion for retreat and outdoor ministry.

KEY RESPONSIBILITIES

The Executive Director is the chief executive and general manager of the nonprofit corporation, together with such additional responsibilities as may be assigned by the Board of Directors. The primary areas of responsibility can be described as follows:

- **Mission & Values:** In collaboration with the Board of Directors the Executive Director describes and implements the Holmes mission to “**Educate, Empower, Renew**” and our values of “Faith, Curiosity, Conservation, Community, Recreation, Hospitality, and Rest”. The Executive Director provides direction and oversight of their incorporation into the activities and program of the organization.
- **Leadership:** The Executive Director guides a growing and changing organization with steady and inspirational leadership for Holmes, both publicly and internally. This includes:
 - Setting priorities and direction for the Center, in consultation with the Board of Directors.
 - Collaborating with the Board to implement the strategic plan, and identifying when it becomes necessary to review or revise the strategic plan.
 - Providing training, support and input for the Board and its committees.
 - Modeling the Mission and Values of Holmes in all decisions and interactions made on behalf of the organization.



- Inspire and educate the staff, board of directors, and volunteers to understand and fulfill the mission and values of the organization.
 - The Executive Director must approach the role with an entrepreneurial mindset including creativity and a willingness to take a hands-on role in any aspect of the organization.
- **Management:** The Executive Director bears the primary responsibility for achieving the day-to-day goals of the organization, and managing its assets and facilities, including:
 - Determining the personnel needs of the organization, and oversee the recruitment, selection, training, recognition, and discipline of employees and volunteers.
 - Directly or through selection and supervision of assistant/associate directors and area managers overseeing all aspects of the daily operation of the organization, including facilities, hospitality, and program.
 - Taking primary responsibility for the organization meeting its legal and contractual obligations, including regulatory filings and compliance.
 - Supporting the Board in developing and cultivating contacts who may be recruited as beneficial Board members, committee members, and volunteers
 - Regularly attending and participating in Board and committee meetings, and providing oral and written reports to the Board and committees as requested.
- **Financial Oversight:** The Executive Director has the primary responsibility for the financial management of the organization, which includes:
 - In cooperation with the Finance Committee of the Board, establishing and maintaining the annual budget of the organization
 - Analyzing trends and forecasting changes to all areas of income and expenses, to ensure adequate liquidity and a balanced multi-year plan.
 - Operating the organization to be compliant with established budgets.
 - Regularly tracking the actual income and expenses against the budget, and updating the budget as needed.
 - Presenting the budget and any changes to the Board of Directors for approval.
 - Recruiting, selection, and overseeing financial staff, contractors, and consultants to maintain the books, records, reports and financial affairs of the organization.
 - Providing leadership and support for fundraising, grant-writing, and partnership development.
 - Identifying and cultivating relationships with key donors, both new and existing.
 - Selecting appropriate vendors to minimize risk and support the organization's financial health, including banks, investment firms, insurance companies, etc.
- **Program:** The Executive Director has the primary responsibility for the establishment and management of the programs of the organization
 - Ensuring a stellar level of radical hospitality for guests.
 - Developing, refreshing, and marketing a la carte program offerings for guests, to better execute the mission, increase guest satisfaction, and drive revenue.



- Managing the scheduling, staffing, and thematic content of new and existing Holmes hosted programs and events.
- Developing and implementing new year-round programs and events that serve our constituents while aligning with our mission, values, and strategic plan.
- **Communications:** The Executive Director is the public face of Holmes, and must actively engage with our program participants, presbyteries, churches, local community, Holmes alumni, and donors, and other camp/conference organizations such as PCCCA/Campfire Collective. This includes
 - Leading marketing and promotion to build participation and support for programs and events at Holmes.
 - Playing a leading role in fostering relationships with our associated Presbyteries and their constituent congregations.
 - Enhancing and promoting the organization's reputation.
 - Playing a leading role in programs and events, with a presence that encourages participation and growth.

LEADERSHIP ATTRIBUTES DESIRED

The ideal candidate will demonstrate they:

- Are able to establish successful working relationships with staff, volunteers, board members, and the public, and use good professional judgement, honesty, and integrity in decision making.
- Highly proficient with Google Suite or Microsoft 360.
- Excellent verbal and written communication skills.
- Are willing to be trained in the use of tools, chemicals, vehicles, and other equipment at Holmes.
 - Must be willing to submit to background checks as required by Holmes policy, denomination policy, and the State of New York, or as required by the board of directors as a condition of hire. This may include, but is not limited to, criminal background checks, credit checks, and driving history checks.
- Possess a deep sense of spirituality, and an understanding of and respect for Presbyterian theology and polity.
- Have a desire to serve others through Christian retreat, conference, and outdoor ministry.



PROFESSIONAL EXPERIENCE/QUALIFICATIONS

Minimum Qualifications

- Minimum of five years of experience in a related setting, including three in a year-round leadership role.
- Experience in supervision, budgeting, operations, and program management.
- Proficiency in Google Suite or Microsoft Office.
- Valid driver's license

Preferred Qualifications

- Ten years of experience in nonprofit or outdoor ministry leadership.
- Experience working in a camp, retreat, or conference setting.
- Familiarity with Presbyterian theology and polity, or related ecumenical context.
- Certification in First Aid/CPR instruction or willingness to become certified.

EDUCATION

- Bachelor's degree or equivalent experience in nonprofit management, finance, recreation, hospitality, or related fields.

COMPENSATION AND BENEFITS

- Minimum annual salary of [\$70,000-\$85,000] – exempt
- Generous employer contribution to EPO health coverage for employee and eligible family members
- 15 days first year, 20 days thereafter of paid vacation; 9 days of sick leave; 13 paid holidays (scheduled based on operational needs)
- Employer funded defined-benefit pension beginning 12 months after hire, provided through the PC(USA) Board of Pensions
- Group dental insurance, vision insurance, and 403b retirement plans available through the Board of Pensions
- Employer provided short- and long-term disability insurance
- Employer provided life insurance
- Employer provided cell phone or phone stipend



Application

On behalf of Holmes Camp & Retreat Center this search is being led by the consulting firm, GSB Fundraising. To apply applicants may send resumes and supporting documentation for consideration to gsbsearchservices@gmail.com

GSB CONTACT

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