

Pyoca Camp & Retreat Center  
Brownstown, IN

## Executive Director

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Pyoca's staff, programs, facilities, and execution of its mission. This person will develop a deep knowledge of camps and retreats, core programs, operations, fund development, and business plans. The Executive Director ensures that every Pyoca experience reflects its mission of providing a Christ-centered space for all people to explore, grow, rest, and play.

## Responsibilities

### Mission & Vision

- **Develop and execute strategic plans**, recommending necessary timelines and resources to achieve key organizational goals.
- **Drive programmatic excellence** by overseeing program evaluation and ensuring consistent quality across all departments, including finance, administration, fundraising, communications, and technology systems.

### Governance & Team Development

- **Build and maintain a strong, effective Board of Directors**, serving as an ex-officio member for each committee and fostering deep board involvement.
- **Lead, coach, and mentor a high-performing team**, focusing on professional development and retention.
- **Inspire and mobilize Pyoca's community** by actively engaging volunteers, board members, alumni, event committees, and partner organizations.

### Administrative & Financial Oversight

- **Boost revenue** by expanding current programs and increasing occupancy by partner groups.
- **Strengthen our brand** by refining every aspect of our communications, from our website to our external relationships.
- **Leverage our network** and reputation to create new opportunities for the organization.

- **Establish and manage robust systems** to track progress and evaluate program effectiveness.
- **Assist the board in developing and implementing effective policies**, ensuring compliance with these policies.

## Development

- **Communicate successes clearly and compellingly** to the board, funders, and other key stakeholders, using data-driven insights to demonstrate impact.
- **Establish and execute a comprehensive plan for development**, including funds for capital improvements, endowments, operations, camperships, and special projects, while working with key volunteer groups.
- **Oversee Pyoca's fund development program**, including soliciting individuals, organizations, and grants that align with Pyoca's mission.

## External Partnerships

- **Cultivate and strengthen relationships** with funders to ensure sustained support.
- **Build partnerships in new markets**, establishing relationships with future funders and community leaders.

## Qualifications

The ED will be thoroughly committed to Pyoca's mission. All candidates should have proven leadership, coaching and relationship management experience. Concrete, demonstrable experience and other qualifications include:

- Advanced degree preferred in related field of study with at least 5 years of management experience; track record of effectively leading a performance- and outcomes-based organization and staff;
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures

- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

## Presbyterian Connections

Pyoca Camp and Retreat has a long-term relationship with and enjoys the support of both the Presbytery of Ohio Valley and Presbytery of Whitewater Valley. The camp is located within the boundaries of the Presbytery of Ohio Valley. Pyoca is a separate 501(c)(3) but maintains a close connection to both Presbyteries and the Presbyterian Church PCUSA in general.

## Benefits

- Salary \$71,000-\$78,000 based on experience
- Meals during the camp season and while hosting guest groups
- PCUSA Board of Pensions Pension plan after three years of service
- Medical, Death and Disability Coverage through PCUSA Board of Pensions
- Two weeks of paid vacation per year plus one day per year of service up to 25 days