

Executive Director For Whispering Pines Camp

The primary purpose of the position of Executive Director (ED), will be the responsibility for living out the Vision and mission of Whispering Pines Fellowship Center and Camp (WPC). This will be done through building relationships within our communities and partners and by creating engaging experiences for our campers, volunteers and team members. You'll be responsible for creating, planning, implementing and executing strategies and reporting on all elements of Whispering Pines to a Board of Directors. You'll partner with your team to build thoughtful marketing campaigns to acquire new supporters and engage existing ones. You'll strive to provide spiritual leadership to the volunteer and paid team members that will be in your care. You'll work with the staff team using innovative strategies to help meet our vision and mission.

The Key Responsibilities of the ED role are:

- As an integral leader of the team, you'll report to the Board of Directors and support our camp mission by working closely with all members of the board and team members.
- Drive and model spiritual growth and provide spiritual leadership to the staff team, and at times, in conjunction with the Board of Directors.
- Develop a portfolio of major gift supporters and engage key long-term donors and prospects through relationship building to raise funds for WPC and its projects.
- Co-ordinate special events that include fundraising, storytelling and sharing about WPC to current and new supporters.
- Cultivate relationships with present campers, potential campers and community leaders.
- Learn, study, and become an expert on camp work as well as become informed and articulate about cultural issues impacting families and students.
- Develop a strategic vision and roadmap in conjunction with the board for Leadership Development, Spiritual Engagement, Camps, Rentals and all other things pertinent to WPC and that they align with the values of the overall organization.
- Develop an excellent camping experience for families, students & children.
- Be a hands-on people developer who directs, by example and through performance management, a staff team that executes with excellence.
- Define, establish and present trackable metrics of success (and failure) for your team.
- Promote WPC's vision, mission and culture everywhere you can.

Key Personal Characteristics of the ED:

- A love of God's Word and belief in its ability to inform and transform every person's life.
- A growing relationship with Christ modeled by a life of integrity, character and faith.
- An incredible passion for our mission that invigorates and excites everyone with whom you meet.
- Successful leadership administering the budget, staffing and volunteer needs within a non-profit or camping environment.

- Fundraising or sales experience and a proven track record of raising major gift funds are preferred.
- Outstanding communication skills, articulate and persuasive, with well-honed relationship building skills.
- Strategic Mindset; using strategic planning and social intelligence to help build scalable models that leverage the assets, relationships and opportunities of WPC to meet its goals.
- Drive, sophistication and excitement for the opportunity to help shape the future of young leaders and the organization as a whole.
- A team-orientation and strong work ethic, essential for this demanding environment that continually strives for excellence.
- Mentorship; coaching, managing and training team members and understanding how to maximize the skills and strengths of the team.

Core Activities of the ED: (Note: percentage values reflect the current amount of time being spent on the listed activities and may change over time to reflect the proficiencies of both the ED and the team as a whole.)

1. Planning and organizing WPFCC programs, events, and fundraisers; ensuring that they have all the necessary resources, supplies, and personnel. ~ 25%
2. Ensure proper supervision and minister to those serving in WPFCC programs and events. ~ 20%
3. Facilitate communications with donors, partner organizations, the board of directors, and stakeholders; through various means including personal appearances, video, social media, email, etc. ~ 15%
4. Ensure programs, events, and facility rentals are coordinated and organized within the calendar and carried out to the greatest benefit to WPFC. ~ 15%
5. Recruiting volunteers and staff through various means (visiting youth groups, Christian schools, churches, Bible colleges, etc). ~ 10%
6. Direct capital campaigns, site planning, building projects, facility renovations, and general maintenance of camp buildings, grounds, and equipment. ~ 10%
7. Applying and assisting the board of directors with the development of organizational policies and procedures. ~ 5%

Screening Requirements

Successful candidates will be required to pass a criminal record screening and vulnerable sector screening.

Important Note

Whispering Pines Fellowship Centre and Camp is a member of the Evangelical Missionary Church of Canada and adhere to its faith Statements and positions as outlined on EMCC.ca Successful applicants will be required to sign a faith statement.

To apply, please send resume and cover letter to wpc.hr.info@gmail.com

All applications must be submitted by August 10th, 2026