

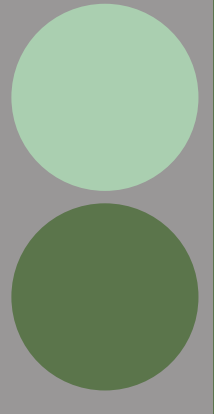


THE EPISCOPAL DIOCESE
OF SOUTHWEST FLORIDA

DAYSPrING

PARRISH, FLORIDA

EXECUTIVE DIRECTOR POSITION



About Us

The Mission of DaySpring

DaySpring's Mission is to be a sacred place in the heart of the Diocese of Southwest Florida that exists to enrich and empower all people in Christ.

An Overview

DaySpring is set on 97 acres of unspoiled "Old Florida." Our conference center is located on the banks of the Manatee River in southwest Florida between Tampa and Sarasota. We seek an executive director to manage and expand our "Ministry of Hospitality." This includes day to day oversight of 25 employees with an operating budget of over \$1.8 million.

DaySpring is currently living into a 10 year Master Plan. We have funded, and completed, construction and renovation of meeting spaces, a swimming pool and a new maintenance facility. The next phases will complement our existing facilities with construction of new lodge style accommodations and construction of an expanded worship space.



DaySpring Has...

- Eight conference spaces with a multi-purpose Center that can hold up to 250 guests while accommodating audio and visual needs.
- Four types of accommodations ranging from dormitory and youth cabins to semi-private rooms, a retreat house, and a small cabin.
- Curry Dining Hall which seats over 200 guests and currently feeds over 27,000 meals per year.
- Light travel distance to both Tampa International Airport and Sarasota International Airport.
- Outdoor opportunities which include an outdoor chapel, ADA compliant swimming pool, ropes course, interactive tree canopy, canoeing, and a labyrinth.

Our Executive Director Will...

- Be responsible for the day to day operational leadership of our camp and conference Center.
- Provide and model excellent hospitality.
- Reside on site to promptly respond to guest needs, wants, and emergencies.
- Ensure a regular communication with Diocesan Council, which functions as the Directors of DaySpring.
- They will work as a member of the Bishop's staff, collaborating with the CFO, as the Bishop's liaison to DaySpring, on operational and financial matters.
- Recruit, hire, train, and supervise staff.
- Ensure long-term maintenance of all buildings and equipment.
- Implement a Risk Management Plan for all operations and ensure compliance with the Diocesan Cannons, together with state and federal guidelines for safety, health, licensing, and certification of the American Camp Association standards.

Financial Responsibilities

- Create, in consultation with the Diocesan CFO, an annual budget for submittal to the Diocesan Council
- Work with the Office Manager and Bookkeeper to assure orderly and accurate accounting practices
- Cooperate with the annual audit formed by the Diocese of Southwest Florida
- Work with long time vendors to maintain excellent vendor relationships
- Forecast and implement programs to address capital needs

Qualifications and Requirements

- Bachelor's degree in outdoor recreation, education, ministry, leadership, management, or other relevant fields
- Experience supervising staff and volunteers, able to work independently and as part of a team
- Computer, word processing, and database management skills
- Must be able to pass a background check and complete additional training on diversity and safe conduct in the work place
- Must reside on-site year round
- Faith-based, mission-driven approach
- Focus on developing and supporting children and youth programs
- Love of the outdoors and God's creation
- Proactive in community engagement and seeking partnerships and opportunities
- Ability to multi-task and manage complex tasks



Tree Climbing activity at Summer Camp



Outdoor Chapel



Canoeing in the Cove



Compensation and Benefits

- Salary range is between \$65,000 and \$85,000 depending on experience
- On-site housing (with pool) and utilities provided
- 10% employer match to 403B plan sponsored by Church Pension Group
- Medical coverage for employee with ability to purchase additional coverage for spouse and family members
- Dental coverage for employee with ability to purchase additional coverage for spouse and family members
- Three weeks paid vacation in years 0 – 6; 4 weeks paid vacation after 6 years, based on anniversary date, not calendar year; no carryover of vacation is allowed
- The following holidays are typically observed:
 - New Year's Day, Easter, Memorial Day, Independence Day and the day after, Labor Day, Thanksgiving Day and the day after, Christmas Day



Applicants are asked to submit resumes and cover letters to apply+dayspring@episcopalswfl.org

From there, a member of the search committee will be in further contact to confirm we've received your material and to ask further questions.