Position Title: Executive Director

Organization: Cedar Ridge Camp
Hours: Full-Time (40+ hours per week, including occasional evenings and weekends)
Salary Range: $55,000-$75,000 (Benefits through the Board of Pension)
Reports To: Board of Directors Location: On-site

About Cedar Ridge Camp

For more than 60 years, Cedar Ridge Camp has been offering outdoor experiences to congregations, campers, school groups, and organizations. Located on 64 acres on the edge of Louisville, Cedar Ridge is built around a small lake and features lodging, a dining hall, a chapel large enough for weddings and events, and space for camping, outdoor worship and group picnics. Cedar Ridge Camp is adjacent to the Parklands at Floyds Fork in southeast Jefferson County with many of its programs expanding into the surrounding areas. As the official camp of the Presbytery of Mid-Kentucky, Cedar Ridge strives to share a love for God's creation with both religious and secular groups, offering programs from summer day camp to educational programs for schools to team building opportunities for work groups. The camp is supported by the Presbytery of Mid-Kentucky, donations, and usage fees. Cedar Ridge Camp reaches over 10,000 people each year through its various programs.

During the summer, Cedar Ridge offers seven weeks of day and overnight camp for children ages 7–14, in a safe, welcoming, and unforgettable camp environment. In addition to the specific theme for the week, campers participate in a variety of activities, including swimming, canoeing, archery, hiking, fishing, arts & crafts, campfires, and Bible study—plus plenty of time for camper-choice activities. Throughout the year, Cedar Ridge is the destination for many school groups for both field trip activities and mission opportunities. Congregations and organizations enjoy the Camp each year for worship, retreats, and other social gatherings.

For additional information, please watch this video.

Position Summary

The Executive Director serves as the chief leader and manager of Cedar Ridge Camp, responsible for overall operations, strategic direction, financial sustainability, and community engagement. This role oversees all aspects of camp programming, staffing, fundraising, and outreach, ensuring the organization fulfills its mission and operates efficiently year-round. The Executive Director works closely with the Board of Directors to guide long-term planning while actively managing day-to-day camp operations.

Key Responsibilities

- Provide overall leadership and management of camp operations, including programs, facilities, and staff
- Develop and implement programming and strategic plans in partnership with the Board of Directors
- Oversee budgeting, financial management, and fiscal accountability
- Lead fundraising efforts, including donor development, grants, events, and campaigns
- Build and maintain relationships with the Presbytery of Mid-Kentucky, congregations, stakeholders, donors, community partners, and schools.

- Direct marketing, communications, and community outreach initiatives
- Hire, supervise, and evaluate staff, including program and seasonal personnel
- Ensure compliance with safety regulations, policies, and legal requirements
- Oversee scheduling and coordination of camps, retreats, and facility use
- Manage and steward camp resources, including property, equipment, and infrastructure

Time Requirements

- Full-time position with a flexible schedule based on operational needs
- Requires availability during peak seasons, summer camp sessions, and special events
- Occasional evening and weekend work required for events, meetings, and programs

Qualifications

- Strong leadership and organizational management experience
- Experience in nonprofit management, camp leadership, or related fields
- Demonstrated success in fundraising and donor relations
- Financial management and budgeting experience
- Excellent communication and interpersonal skills
- Ability to manage multiple priorities and lead diverse teams
- Knowledge of and comfort with Reformed Christianity

Preferred Skills

- Experience working with a board of directors
- Background in outdoor education, youth programming, or camp operations
- Grant writing and development experience
- Knowledge of property maintenance practices and planning
- Knowledge of marketing, branding, and community engagement strategies

Work Environment

- Combination of office and outdoor camp settings
- Dynamic, mission-driven environment with seasonal fluctuations in workload
- Requires both strategic thinking and hands-on operational involvement

Performance Expectations

- Ensure the financial health and sustainability of the organization
- Deliver effective leadership and staff development
- Achieve fundraising and community engagement goals
- Maintain high-quality programs and operational excellence
- Foster strong relationships with stakeholders and the broader community

This position is ideal for a dynamic, mission-driven leader who can balance strategic vision with hands-on management, and who is passionate about sustaining and growing a vibrant camp community. Please send a cover letter and resume/CV to search@cedarridgecamp.com to be considered for this position.