



Interim Executive Director

Site Name: Westminster Woods Camp and Conference Center

Location: 6510 Bohemian Highway, Occidental, California 95465

Position Title: Interim Executive Director

Position Type: Full-time, Exempt, Temporary - includes some weekends and regional travel.

Position Duration: Desired employment start date of September 1, 2026, with the expectation of serving a 12-month term (concluding August 31, 2027) with the option to extend through January 31, 2028 at the Board of Director's request.

Compensation: Annual salary of \$85,000 - \$100,000

Benefits: Medical, dental, 4 weeks vacation, 12 paid holidays, and 6 sick days per year.

On-site Housing: Free, private, on-site housing (including utilities) is available for the duration of employment, if needed. Housing is not ADA compliant, but reasonable accommodations can be made upon request.

Application Period: March 30, 2026 - May 31, 2026

About Westminster Woods:

Founded in 1946, Westminster Woods is non-profit 501(c)(3) Presbyterian Church U.S.A camp and conference center. The mission of Westminster Woods is to provide a sanctuary for drawing closer to Christ, nurture spiritual reflection and growth, encourage stewardship of our natural resources through ecological education and action, and strengthen relationships with one another and our diverse communities.

Westminster Woods fulfills its mission through a wide array of programming including: summer and weekend camps; environmental education and character development programs for school age children during the academic year; a challenge course including high- and low- ropes elements; and guest group rentals.

Westminster Woods is an Equal Opportunity Employer and welcomes, supports, and celebrates people of all identities. We understand that our community is stronger with individuals from

diverse backgrounds and from a wide range of backgrounds, abilities, cultures, orientations, identities, and communities. We are committed to honoring each person's identities as a unique and vital part of our community and to supporting each person in a way that is considerate of their specific needs. If requested, we can provide reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

Job Description:

Westminster Woods is seeking a mission-driven Interim Executive Director to lead the organization through a period of leadership transition for at least a one-year period between September 2026 and August 2027, with the option to extend the Interim's term of service up to six months, ending on January 31, 2028.

We seek a candidate who has a proven record of management, administration, and transitional leadership; who can work closely with the Board of Directors in a process of redevelopment, and contribute to the efforts to strengthen and enhance Westminster Woods program and mission. Executive experience working with a Board, understanding Presbyterian Church U.S.A. polity and governance, supervising staff, and supporting efforts in development are required; previous experience on staff at a camp and retreat center is preferred.

Responsibilities:

- Assess and strengthen organizational systems, operations, and governance to ensure a smooth transition to permanent leadership.
- Supervise and support year-around and seasonal staff.
- Fulfill the executive function of the staff as appropriate (filing reports, maintaining licenses, overseeing administration, payroll, benefits, etc.)
- Oversee organizational risk management practices, including compliance with all applicable laws, regulations, and safety standards, to protect the safety, assets, and long-term sustainability of the camp.
- Provide leadership in organizational safety, compliance, and risk management to ensure a secure environment and protect the organization's long-term sustainability.
- Oversee hiring of a new Food Services Manager.
- Partner with the Board of Directors to develop a sustainable, fiscally responsible budget that supports long-term organizational stability and accommodates a salary that will attract quality permanent Executive Director applicants.
- Contribute to the enhancement and development of the camp's programs, including, school programs, summer camp, retreat, and challenge course programming in collaboration with staff.
- Contribute to and work collaboratively with Board and Staff leadership to maintain and care for property, buildings, and grounds.
- Collaborate with Board members and development staff to cultivate donor relationships and advance fundraising goals.
- Serve as the primary liaison between the Board of Directors and camp staff, translating board vision and direction into timely operational action while elevating staff insights and feedback to the Board.

- Nurture and enhance relationships with the diverse multitude of groups the camp serves, including, but not limited to; the four regional Presbyteries (Redwoods, San Francisco, San Jose and North Central California), church partners, community groups, school districts and groups, and guest groups.
- Actively nurture and advance a cooperative, harmonious, and teamwork-oriented environment that promotes an atmosphere of dignity, respect, inclusivity, and professionalism

Desired Characteristics

- Ability to effectively manage staff at all levels including full-time, part-time and seasonal.
- Ability to work closely with a Board of Directors and to be collaborative in leadership.
- Ability to communicate effectively and clearly in writing and in person.
- Ability to lead meetings effectively.
- Ability to support clear and transparent financial practices.

Qualifications

- Bachelor's degree or equivalent experience preferred
- Proven success in nonprofit administration, board collaboration, fundraising and team leadership
- Experience providing steady leadership during times of organizational transition, including executive succession or structural change.
- Ability to provide spiritual leadership consistent with the mission of Westminster Woods
- Comfortable and familiar working within the Presbyterian Church U.S.A. environment.

The Interim Executive director must affirm and support the doctrinal position of the Presbyterian Church U.S.A.

Westminster Woods is a rustic camp in Occidental, and some parts of the camp are accessible only by maintained but unpaved trails. Some trails can be steep and some buildings are not ADA accessible. Candidates should be comfortable with being in nature and walking on trails during day to day operations. If candidates are living offsite, they should have reliable transportation to and from the workplace.

The permanent Executive Director recruitment process will be open and competitive.

Application Process: Please send résumé, cover letter, and three references (name, phone, email, relationship to applicant) to:

Eli Brown - Admin/HR Manager
eli@westminsterwoods.org
 (707) 874-2426 ext. 636