



# **LUTHERHAVEN**

Confidential Position Specification

## **Lutherhaven**

Encounter Creation...Create Community...Commune with Christ!

### **Executive Director**

November 2022



## **CONFIDENTIAL POSITION SPECIFICATION**

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<b>Position</b>	Executive Director
<b>Organization</b>	Lutherhaven
<b>Location</b>	Couer d'Alene, ID
<b>Reporting Relationship</b>	Board of Directors
<b>Website</b>	<a href="https://Lutherhaven.com">https://Lutherhaven.com</a>

## **OPPORTUNITY**

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Founded seven decades ago by the Lutheran churches of the Inland Northwest of Idaho, Washington and Oregon.

Lutherhaven Ministries provides year-round Christian outdoor programs including camps, retreats and events, outdoor education as well as facility rentals. From scenic Lake Coeur d'Alene to the western edge of the ruggedly famous Bitterroot Mountains, we have four locations where we offer life changing experience for visitors of all ages.

Together we work toward our mission: Encounter Creation...Create Community...Commune with Christ!

The incoming Executive Director is joining this regionally recognized organization when it is in an incredible place of strength after decades of strong leadership, with new vision and facility expansion underway. Building on the rich history of the organization, s/he will be a visionary driver, thought leader, and advocate in promoting the importance of outdoor ministry, and building relationship with the Christian communities across the region.

S/he will have the opportunity to shape the narrative and lead this historic organization into a new day of service, and as a result, create transformative, sustainable impact in the lives of children and families across Idaho and beyond.

## **ORGANIZATION BACKGROUND**

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Born in the vision of leaders from five different Lutheran denominations in the 1940's, today Lutherhaven serves its Lutheran community as well as a broad Christian community. Providing life-changing experiences across its four-sites.

## **MISSION**



Encounter Creation...Create Community...Commune with Christ!

### **Vision**

- Advancing the best programs and services
- Engaging widening support
- Cultivating guests and donors for increased capacity
- Raising up Christ-like servant leaders
- Continuously improving

### **Core Values**

We believe by God's love we are saved through faith—not because of anything we have done, not by works, but as a gift of God, so that no one can boast. For we are God's handiwork, created in Christ Jesus for good works, which God prepared in advance for us to do. —**Ephesians 2:8-10**

In response, we value:

- **Jesus** as the foundation of all our being, activities, events, programs, and opportunities to embody His love;
- **Faith formation** rooted in the Lutheran tradition, sharing God's love in ways relevant in our world right now;
- **People** all called into a safe, joy-filled, nurturing faith community;
- **Relationships** built on Jesus' love as we partner with people, congregations, communities and organizations;
- **Service** as a way we extend the breadth and depth of God's love through hospitality, outreach, and leadership-centered programs;
- **Caring** for God-given gifts and resources;
- **The outdoors** cared for, appreciated and explored;
- **Abundant life** filled with recreation, laughter, and play;

**God's Word** as the living, active means by which God calls us to faith and forms us as God's people.

### **PROGRAMS**

Lutherhaven is committed to providing outdoor experiences for children, families, and adults. Currently these programs include:

- Summer Camp Across Three Locations and Multiple Demographic Groups
- Family Programs
- Winter Camp at Lutherhaven
- Idaho Servant Adventures



- Year-Round Retreats for Religious and Secular Organizations
- Outdoor Education

## **POSITION SUMMARY**

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The Executive Director is charged with providing overall leadership and direction for the organization; establishing and overseeing effective management systems and ensuring the ministries continued impact on those it serves. S/he serves as the primary spokesperson for the organization and is responsible for cultivating excellent external relationships with supporting church bodies, donors, constituents, local communities, peer organizations, and the general public.

The Executive Director oversees year-round staff while working closely with Lutherhaven's Senior Leadership Team to oversee a large part-time and seasonal staff. Lutherhaven Ministries Senior Leadership Team is comprised of six directors who oversee various components of the ministry.

The Executive Director reports to the Board of Directors, which is currently composed of 12 member positions, who have knowledge of and commitment to Outdoor Ministry. Lutherhaven believes strength is found in diversity and was an early leader in assuring diversity in their board membership.

## **KEY RESPONSIBILITIES**

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### **Strategic Vision and Leadership**

- Vision, Mission and Strategies
  - With the Board of Directors, develop a shared vision for the future of the ministry and build understanding around the current mission. Develop appropriate and realistic goals and strategies to advance the mission.
- Administration and Human Resource Management:
  - Serve as chief executive officer, agent and chief administrator for Lutherhaven Ministries and carry out all adopted policies and plans.
  - Oversee recruiting, hiring, training, supervising, evaluating, and terminating of all permanent staff.
- Program Management
  - Assure that the development, design, execution, and evaluation of programs is consistent with the values, mission and vision of the ministry and responsive to the needs of our ELCA and LCMS partner churches and other target segments and stakeholders.



- Effectiveness in Fund Raising and Resource Development
- Generate and oversee grant funding
- Be responsible for the fundraising programs of Lutherhaven Ministries in partnership with the Development Task Force and Director of Philanthropy.
- Develop familiarity and relationships with ministry funding sources, including individuals, congregations, and foundations, as the ministry actively seeks funds from these sources.
- Fiscal Management
  - Prepare an annual budget in consultation with the Finance committee and present it to the Board for approval.
- Be responsible for all ministry financial affairs, budget management, and fiscal recommendations.
- Operations Management:
  - Ensure the ministry has in place:
    - Sound risk management policies,
    - Accounting, payroll, and cash management systems,
    - Appropriate personnel policies,
    - Recordkeeping as required by law and the Board of Directors.
    - Best Practices Standards for health and safety, risk management, and emergency response
- Board/ Staff Relationship
  - Make regular written reports to the Board of Directors and a full annual report for key stakeholders and the membership of the corporation.
  - Work with the Executive Committee for Board Development and to prepare the agenda for Board meetings.
- Community Relations
  - Be responsible for promotion of Lutherhaven Ministries and its programs in order to keep its ministry and resources before the church and community—visit congregations, community leaders, key donors, community stakeholders, and participate in pastoral conferences and church assemblies,
  - Listen and respond to the needs of the church and community.
  - Attend national and regional camp conferences for professional development to keep up-to-date on industry trends, standards, and best practices.

#### **YEAR ONE CRITICAL SUCCESS FACTORS**

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- Sound transition into the leadership role with immediate actions that best serve the organization's mission, vision, staff, stakeholders, finances, and operations.



- Professional representation of the organization in front of all key constituents, the media, and the public.
- Successful achievement of management and fiscal objectives to ensure a vibrant, healthy organization.
- Successful completion

## **PROFESSIONAL EXPERIENCE/QUALIFICATIONS**

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The ideal candidate will be a results-driven, innovative, and strategic thinker with proven leadership, business acumen, problem-solving/analysis, decision-making, and performance management. S/He will have experience demonstrating strong advocacy, relationship-building, and inspirational communication skills. S/He will be deeply committed to the mission of Lutherhaven and championing the organization's efforts to serve children and families across Idaho.

Additional ideal qualifications will include:

- Baptized and committed disciple of Jesus Christ.
- Must have a firm understanding of Lutheran tradition and theology, be a member in good standing of either the Evangelical Lutheran Church of America (ELCA) or the Lutheran Church Missouri Synod (LCMS), and be committed to affirming the ministry of both the ELCA and LCMS, upholding their partnership in Lutherhaven Ministries.
- Demonstrated maturity, good character, integrity, flexibility, enthusiasm, and openness with others.
- Effective in oral and written communication.
- Proficient in thinking and planning strategically and casting vision.
- Ability to assume full responsibility for the comprehensive administration and execution of all camp operations, programming and policies, as directed by the Board of Directors.
- Expertise in budget development and management, financial planning, and fund-raising.
- Ability to earn the respect of staff, delegate responsibilities, supervise, discipline, and appraise and reward performance.
- Demonstrated team building and leadership skills.
- Provide leadership in Christian values, mission and commitment and respect for God's creation.
- Ability to manage multiple schedules.
- Good physical health and stamina to perform required duties

## **EDUCATION**

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- Minimum of bachelor's degree, at least 35 years of age, with at least four years of outdoor ministry leadership.



## COMPENSATION

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A competitive compensation package will be offered to attract the most qualified candidates.

### **Application**

Applicants may send resumes and supporting documentation for consideration to [gsbsearchservices@gmail.com](mailto:gsbsearchservices@gmail.com).

## GSB CONTACT

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