



## Luther Park Bible Camp

### Job Announcement

Luther Park Bible Camp in Chetek, Wisconsin is seeking a full-time, year-round Executive Director

### Executive Director Job Description

#### ROLE DESCRIPTION

The purpose of this position is to carry out the mission of Luther Park Bible Camp by leading, overseeing, designing, promoting, implementing and evaluating all operations of Luther Park. The person in this position must be willing to live by the basic tenets of the reformed faith, the ELCA and the personnel policies of Luther Park Bible Camp. Luther Park seeks a servant leader with a love of Christ, love of youth and adults, and a willingness to work collaboratively with all stakeholders.

#### QUALIFICATIONS:

##### *Required*

- A commitment to Jesus Christ and the ability to proclaim the gospel in a manner consistent with Lutheran theology, to be committed to Luther Park Bible Camp's (LPBC) philosophy and program as it continues to develop within the mission of the Christian Church and Member Congregations
- A commitment to create an inclusive and welcoming environment for all people
- Bachelor's Degree in relevant field
- Outdoor ministry work experience
- Strong communications skills, both written and spoken, including the ability to represent LPBC before diverse audiences. Experience in promotion and public relations
- Demonstrated experience in budget development and financial management; evidence of experience in managing a budget of \$250,000 or more
- Demonstrated experience in managing personnel, including hiring and evaluation, training and motivation, and conflict resolution
- Demonstrated collegial leadership abilities
- The ability to model and facilitate healthy communication and conflict resolution skills
- A heart for others and the cares and concerns of a diverse constituency with the ability to manage for the needs of LPBC

##### *Preferred*

- Master's degree and/or seminary training
- Evidence of education or experience in business operations and accounting, human resources, education and program development, and/or fundraising
- Demonstrated experience in raising private funds, including annual funds and major gifts; experience in capital campaigns



## Luther Park Bible Camp

- At least ten years progressively responsible experience in camping, education, the church or other non-profit agency or association, or relevant business experience.
- Prior experience as an executive director in outdoor ministries

### ACCOUNTABILITY

Reports to the Luther Park Board of Directors

### RESPONSIBILITIES

- A. Promote and develop relationships with Jesus Christ for all parties related to LPBC (15%). This includes but is not limited to: campers, staff, board members, volunteers, those who are a part of member congregations and those inquiring about participating in the ministries of LPBC.
  1. Participate in worship with congregations connected to LPBC
  2. Meet with and pray with those individuals and groups relating to LPBC
  3. Model a life of faith in and service to Jesus
  4. Provide encouragement to others as they seek to grow in faith and service to our Triune God—Father, Son and Holy Spirit
  5. Promote a devotional spirit with staff and at all meetings
- B. Development, Financial and Public Relations (40%):
  1. Solicit financial support through a variety of methods and strategies such as, but not limited to:
    - a. Annual Fund development
    - b. Identify major gift donor potential and develop relationships
    - c. Work with fundraising professionals
    - d. Promote the Endowment Fund, Way Club, Towering Pines, LPBC Ambassadors, Advocates and/or similar endeavors
    - e. Capital campaigns and other fundraising activities
  2. Maintain regular contact with member congregations through a variety of means including, but not limited to personal visits, electronic and written communication, to:
    - a. express the purpose and value of LPBC camping ministry with gratitude for support received
    - b. make congregations aware of LPBC's needs and concerns and solicit in-kind support
    - c. learn congregational camp needs and concerns so that an effort might be made to meet them
    - d. promote active participation by all congregations in the program and care of LPBC



## Luther Park Bible Camp

3. Keep LPBC operating within budgeted and board approved finance guidelines
  4. Be a spokesperson for the camp in regards to handling media and community requests for information in a timely, legal and appropriate manner
  5. Inform Board of Directors of financial concerns as soon as they develop
  6. Assure payments are made in a timely fashion
  7. Consult with permanent staff regarding budget needs and subsequently assisting the Board of Directors with budget development
  8. Provide information to the board regarding purchases and expenditures
  9. Supervise the production and distribution of printed and electronic materials, to include social media, to promote LPBC programs
  10. Be visible to camp program users as a representative of LPBC when available
  11. Secure certificates of investments
  12. Secure board approval for purchases exceeding \$5000
- C. Administration (35%):
1. Assure that all camp activities, materials and programs are consistent with the Gospel and the ministry, goals, objectives, constitution and by-laws of LPBC
  2. Develop and coordinate short-term (one-year) goals for the camp
  3. Submit all forms and reports as required by governmental and church agencies
  4. Attend and submit a written report to the annual meeting
  5. Be a visible example to staff of the positive influence the camp and program can provide
  6. Responsible to hire, coordinate, train, supervise, evaluate, and discipline subordinate staff
  7. Promote a warm, hospitable, Christian environment for the camping community
  8. Make rules, not in conflict with the law or board policy, and decide matters of administrative and supervisory detail in connection with the day-to-day operations and maintenance of LPBC
  9. Develop and follow procedures for administrative operations
  10. Determine responsibilities and written job descriptions of all subordinate staff
  11. Provide leadership for the development, execution and evaluation of all camp programs
  12. Oversee and set direction for the camping program working with staff and approved committees
  13. Participate in camp activities as available
- D. Board/Director Relationship (10%):



## Luther Park Bible Camp

1. Collaborate with the Board of Directors to develop, implement and maintain a long-range strategic plan which includes program, property, financial and staff development
2. Provide the Board with adequate information to help it reach sound decisions and establish policies
3. Participate in an annual evaluation with the Personnel Committee
4. Participate in continuing education/training annually
5. Submit a report to the Board of Directors at each of their meetings, reflecting accomplishments and progress toward goals and objectives made since the previous Board meeting
6. Take part in Board and committee meeting discussions
7. In collaboration with the Executive Committee, prepare for and lead new board member orientation

### COMPENSATION

- The position of Executive Director is considered a salaried, full-time, year-round position
- Salary commensurate with qualifications and experience
- Three weeks of paid vacation for each of the first three years, four weeks per year after three years
- Nine paid holidays
- Health insurance and pension benefits
- Sick leave accrued at one day per month up to twelve working days
- Use of a camp vehicle while on camp business or, in the event that a camp vehicle is unavailable, mileage at the current federal rate
- The Executive Director may eat meals, when provided, with the camp community

### TO APPLY

Submit a resume, cover letter, and names and current phone numbers of three references to John Moen, LPBC Board President, at [JPMoen@aol.com](mailto:JPMoen@aol.com).

### APPLICATION DEADLINE

Screening of applicants will begin on March 6, 2023 and will continue until the position is filled.