



Spring 2023

Dear Applicant,

Thank you for your interest in the position of HopeWood Outdoors Executive Director. This is an exciting and challenging position within HopeWood Outdoors/Lutheran Outdoor Ministries in Ohio. I am glad you are interested!

Enclosed is a ministry profile and job description. Within one week please submit your resume, curriculum vitae or rostered minister profile with a cover letter via email to [info@hopewoodoutdoors.org](mailto:info@hopewoodoutdoors.org) or mail to the HopeWood Outdoors Central Office, 863 Eastwind Drive, Westerville, OH 43081.

This is a full-time year-round exempt position. The time demands vary season to season and week to week. Your primary office will be at the central office in Westerville, Ohio.

The base salary for this position starts at \$70,000 annually; additional financial compensation may be considered for an outstanding employee who has comparable professional experience. Other benefits include medical, dental, disability and life insurance; participation in a retirement plan; paid vacation and sick time; paid continuing education; workers compensation insurance and the employer's share of social security taxes.

Please direct all position inquiries to Terry at [info@hopewoodoutdoors.org](mailto:info@hopewoodoutdoors.org) or 614-890-2267.

Thank you for your interest. I look forward to hearing from you soon.

Sincerely, In Christ,

Susanna Mayo  
Board President

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[hopewoodoutdoors.org](http://hopewoodoutdoors.org)

**HopeWood Outdoors**

📍 863 Eastwind Drive  
Westerville, OH 43081

📞 (614) 890-2267

✉ [info@hopewoodoutdoors.org](mailto:info@hopewoodoutdoors.org)

**HopeWood Pines**

📍 2790 State Route 61  
Marengo, OH 43334

📞 (419) 864-8030

✉ [pines@hopewoodoutdoors.org](mailto:pines@hopewoodoutdoors.org)

**HopeWood Shores**

📍 3901 Lake Road  
Conneaut, OH 44030

📞 (440) 224-2196

✉ [shores@hopewoodoutdoors.org](mailto:shores@hopewoodoutdoors.org)

**HopeWood Connect**

📍 2790 State Route 61  
Marengo, OH 43334

📞 (419) 864-8030

✉ [guestrelationsmanager@hopewoodoutdoors.org](mailto:guestrelationsmanager@hopewoodoutdoors.org)

## HopeWood Outdoors Ministry Profile

### HopeWood Outdoors:

**Our mission** is to bring people together to experience Christ through natural settings and programs. **Our vision** is to connect all people to faith and nature for a changing world. **HopeWood Outdoors Core values** include faith, nature, relationships, leadership, and stewardship.

**Our welcome statement** is striving for unity in Christ, your whole person is recognized, welcomed, and affirmed by HopeWood Outdoors. People of all abilities, friends within the LGBTQIA+ and BIPOC communities, and neighbors of varying faith expressions represent the wideness of God's creation. You are invited to fully experience nature and engage in programming that allows you to find comfort and confidence in the ways that you have been wonderfully made by our Creator. Your joy and pain, your highs and lows, your life and your life story are welcome here.

HopeWood Outdoors is governed by a Board of Directors who determines the vision, mission, direction, ministry goals, and purpose. We are the outdoor ministry on behalf of the three ELCA Synods in Ohio.

We reach out to a broad constituency through diverse and varied programs. HopeWood Outdoors consists of HopeWood Pines/ Lutheran Memorial Camp, HopeWood Shores/Camp Luther, and HopeWood Connect/LOMO Outreach. Our ministry focus includes summer camps for youth and families; year-round retreats for people of all ages; and environmental education for students.

In 2022 the Board of Directors made the decision for LOMO (Lutheran Outdoor Ministries in Ohio) to do business as HopeWood Outdoors. We will continue to use both names legally; our traditional programs of summer camps and sponsored retreats will be co-branded with LMC at HopeWood Pines and Camp Luther at HopeWood Shores.

### HopeWood Pines/Lutheran Memorial Camp (LMC):

Is located in the center of the state, 30 minutes north of Columbus. Its 420 acres of land encompasses woodlands, Alum Creek, ponds, and numerous nature trails.

Winterized facilities include 2 lodges, 14 winterized cabins, a beautiful log dining hall named Cedar Lodge, a craft building, health center and several meeting spaces to accommodate groups of 5 to 160. Program features include a pool, challenge course, high ropes course and zip line, outdoor worship area and an ecologically diverse natural setting.

The camp serves approximately 4800 people annually through environmental education, retreats, festivals, day camps in congregations, and summer camp programs.

### HopeWood Shores/Camp Luther

Is located near Conneaut, Ohio, which is in the northeastern corner of the state. It is a very popular family camping ministry during the summer. Retreats for people of all ages are held during the spring and the fall. The camp is closed during the winter months. The camp serves approximately 1200 people annually through family camps and retreats.

The camp is located on 60 spectacular acres on the shore of Lake Erie. A stunning view with sensational sunsets and soaring eagles can be seen from the top of the bluff.

It consists of approximately thirty guest cabins, eight RV/tent sites, several staff cabins, a centralized dining hall/lodge, a chapel, a craft building, a nursery, centralized showers, a sauna, and swimming pool. It is staffed by a

HopeWood Program Director who serves at both Pines and Shores, a year-round part-time property and facilities manager, a contingent food service manager, and approximately 15 additional employees during the summer who are also recruited to help with retreats during the fall and spring.

### **HopeWood Connect/LOMO Outreach**

This program combines the best of outdoor ministries and congregational ministries to bring camp to congregations and communities. It is HopeWood Outdoors ministry on the road for year-round retreats and summer day camps.

The Executive Director acts as the chief executive officer for Lutheran Outdoor Ministries in Ohio, d/b/a HopeWood Outdoors. The executive director works in partnership with the board of directors and staff to provide leadership, vision, and direction for the organization and to develop organizational strategy. The executive director implements policies approved by the board, manages the organization's programs and operations, and represents the ministry to the constituency.

**Required Qualifications for the Position:**

- Theology – A commitment to the Christian faith and a willingness to live out your faith in word and action. A willingness to teach campers and instruct and mentor staff in ways that are consistent with the teachings of the Evangelical Lutheran Church in America (ELCA). An active member of an ELCA congregation.
- Education – A Bachelor's Degree from an accredited college or university.
- Experience – A minimum of five years of professional experience successfully directing an outdoor ministry or camp. Preference will be given to experience at an ELCA Outdoor Ministry.
- Philosophy - A commitment to the mission and ministry of outdoor ministries as a unique setting for Christian education, faith development, renewal and creation stewardship.
- Knowledge and Skills – Knowledge and skills are needed in a variety of areas including Lutheran theology, strategic planning, board development, program development, human resource management, financial development, public relations/marketing, organizational development, and time management.

**Responsibilities of the Position:****1. Develop with the Board of Directors the Mission, Vision, Purpose, Direction and Goals for the Ministry.**

- a. With the Board of Directors, develop and implement strategic plans that create a shared vision for the future of the ministry and develop appropriate and realistic goals and strategies to advance the mission.
- b. Oversee the development, implementation and evaluation of programs and services that support the mission; assure programs are consistent with the theology of the ELCA and responsive to the needs of the constituency.

## **2. Organization Leadership and Management**

- a. Develop systems to encourage effective management of HopeWood Outdoors through the work of the board, committees, and task forces. Serve as an ex-officio member of the board, committees, and task forces.
- b. Work with the executive committee to develop and maintain a healthy board of directors through effective identification, recruitment, orientation, and education of its members.
- c. Work with the board chair to determine board meeting agendas.
- d. Work with the board to review and revise the governance documents of HopeWood Outdoors including the constitution, bylaws, and policies. Ensure that all governance documents, operations, and facilities are in accord with federal, state, local, ACA and ELCA requirements and guidelines.
- e. Assure that the organization is keeping accurate and up to date records of its guests, donors, volunteers, and congregations through data management.
- f. Sign and execute contracts on behalf of HopeWood Outdoors.

## **3. Human Resource Management**

- a. Implement a staffing structure that supports the efficient delivery of programs and services, accomplishment of major goals identified in the strategic plan, and effective overall management.
- b. Oversee the hiring and management of all staff, including the implementation and ongoing revision of personnel policies approved by the board, and manage the staff performance review process.

## **4. Fiscal Management and Financial Development**

- a. Lead the staff and board in developing a realistic annual budget, make financial decisions consistent with the budget as approved by the board, and plan for adequate cash flow.
- b. Provide regular, timely internal financial statements to the board of directors that compare performance to budget and to the previous year. Arrange for an annual financial audit.
- c. Conduct multiyear financial analysis, reviewing trends, and engaging the board in discussions about financial stability and sustainability, including the development of adequate operating reserves.
- d. Secure appropriate insurance.
- e. Direct and supervise financial development plans including annual funds, capital funds, endowment funds and planned/deferred giving.

## **5. Public Relations and Partnerships**

- a. Seek to involve HopeWood Outdoors as an integral ministry of the Church by maintaining relationships of mutual support with ELCA Synods, congregations, institutions, and agencies.
- b. Interpret the mission and ministry of HopeWood Outdoors to ELCA synods, congregations, leaders, and members.
- c. Oversee and coordinate all marketing and publicity.
- d. Be active in local and church-wide levels of ELCA Outdoor Ministries

### **Accountability**

The Executive Director is accountable to, and supported by, the board of directors.