



INTERIM EXECUTIVE DIRECTOR

POSITION DESCRIPTION

APPLY HERE



joform.com/redwillowparkriver/ed

BACKGROUND

Park River Bible Camp and Red Willow Ministries have faithfully served the congregations, adults, families, and children of the Eastern North Dakota Synod of the ELCA and beyond for nearly 100 years.

In the late summer of 2022 both organizations had vacancies at the executive director level, and each secured the services of an Interim Executive Director. During the 1-year interim period, the Board of Directors at each organization recognized a unique opportunity to explore the potential of a long-term partnership.

Each organization appointed three members to a Discernment Team, which also includes an advisory member from the staff of the Eastern North Dakota Synod of the ELCA. With the help of outside consultants, this group has developed an 18-24-month process to explore the potential of long-term partnership in order to strengthen the impact and sustainability of both agencies.

OUR ORGANIZATIONS



MISSION

Park River Bible Camp is a camp and retreat ministry for all ages that encourages a faith relationship with Jesus Christ through Bible study, worship, music, and fellowship.

STAFFING (YEAR ROUND)

2 Full-time + 3 Part-time

STAFFING (SEASONAL)

12-15 Summer Staff (May - August)



MISSION

Red Willow Ministries is a community for all people to hear God's call to live in relationship with God and one another.

STAFFING (YEAR ROUND)

3 Full-time + 3 Part-time

STAFFING (SEASONAL)

12-15 Summer Staff (May - August)



THE OPPORTUNITY

The right candidate will serve as the Interim Executive Director (ED) of both agencies as the Boards continue the process of partnership discernment.

Separately contracted ½ time with each organization to start, this leader will work closely with the board of directors of each agency and with the support of outside resources to ensure the successful management of each agency through the discernment period.

The Interim ED is responsible for overseeing day-to-day operations, capacity building, fundraising, and programs for each organization. The Interim ED is the ultimate internal decision-maker on operational decisions (consulting with senior staff in thoughtful consideration of the institutional memory and knowledge they hold) and checking with the Board of Directors on any decisions with larger policy implications for the organizations. The Interim ED will work closely with the Board of Directors to support and facilitate effective oversight and direction setting.

The Interim ED will be a manager, coach, guide, and partner in problem-solving the major work that is being led by the staff and the board; and will need to be an external face for the organizations to their donors, constituents, congregations, and the synod.

Interested and qualified candidates will submit cover letter and resume at jotform.com/redwillowparkriver/ed, and our leadership teams will be in touch with next steps.



CONTRACT PERIOD

Begins September 2023, contracted for 18 months, with the option for extension monthly and with a 30-day notification period for cancellation.

KEY PRIORITIES

The right candidate will serve as the Interim Executive Director (ED) of both agencies as the Boards continue the process of partnership discernment

- Closely monitor the budgets of each agency, especially tracking and problem-solving revenue generation, and expenditures.
- Ensure each organization sustains external relations especially relationships with funders and longer-term fundraising efforts are sustained, while sharing needed messaging on the pending partnership.
- Foster staff morale and staff retention through the transition and build staff readiness and excitement to partner with each other and a new ED.
- Work with staff to ensure that programmatic work is in alignment and that staff are working well together through the transition to new leadership.
- Develop a preliminary dashboard to monitor the organization's sustainability in terms of programs, revenue generation and finances, impact and customer service.

SPECIFIC RESPONSIBILITIES

HUMAN RESOURCES

Overall responsibility for development, support, and retention of staff and volunteers, including specific responsibility for working collaboratively with the each board to ensure a positive work environment; while identifying needed HR alignment points between the organizations.

FUND DEVELOPMENT

Oversee implementation of strategies to build productive relationships and generate continuing support from foundations, churches, corporate sponsors, and individual donors. Develop, oversee implementation, and monitor financial outcomes from revenue generation programs.

FINANCIAL MANAGEMENT

Continuous monitoring of financial performance, and development and implementation of revisions to financial strategies as needed. Ensure the maintenance of effective systems for service delivery through budget to actual reporting and the use of fiscal data as a management tool for decisions and timely financial reports to the board of directors.

PLANNING & EVALUATION

Engage the board and staff in ongoing evaluation of the effectiveness of camp services and in business planning to identify program, financial, and infrastructure development goals and strategies.

COMMUNITY & PARTNER RELATIONSHIPS

Build awareness of the impact of the camp's work and role in the community. Sustain relationships with church, pastoral, nonprofit, business, and governmental partners to better serve the needs of the camp's mission.

BOARD SUPPORT

Support and facilitate effective board participation in business planning, financial oversight, community outreach, and fundraising.

COMPENSATION PACKAGE

SALARY

\$70,000 - \$80,000 annually, depending on experience and qualifications, divided equally between both organizations

INSURANCE STIPEND

\$400 monthly stipend for personal health and health-related insurance coverage

TRAVEL MILEAGE

Mileage reimbursement for travel to and from central office, camp sites, and partners

CELL PHONE STIPEND

\$75 monthly stipend for cell phone usage for business purposes