

**LUTHER POINT BIBLE CAMP**  
Executive Director Position Description

Position:	Executive Director
Position Classification:	Salaried, Permanent
FLSA:	Exempt
Accountable to:	Board of Directors

The Executive director shall be a person of mature judgment willing to advance the vision of Outdoor Ministry as stated in the Mission Statement, Forming Faith, Pointing to Christ. As an Outdoor Ministry of the Evangelical Lutheran Church in America, the executive director shall have a good knowledge and appreciation of the theology, philosophy, objectives and methods involved in organizing, conducting, promoting and supervising a faith forming and nurturing ministry.

**Qualifications**

- Possess a bachelor's degree from an accredited college or university required.
- Ability to relate to Luther Point Bible Camp clergy and lay members, Northwest Wisconsin and Northeast Minnesota synods bishops and synod staff, Evangelical Lutheran Church in America Outdoor Ministry staff, Lutheran Outdoor Ministry Upper Midwest team
- An active faith in Jesus Christ through membership in an ELCA congregation
- Commitment to Word and Service or Sacrament ministry and a servant leadership style

**Skills and Abilities**

- Experience reflects the ability to administer, lead, direct and supervise all aspects of Luther Point's Outdoor Ministry
- An astute knowledge and understanding of Lutheran theology and practice
- To preach, teach, lead worship and evangelize
- Experience in successful fund-raising
- Proficient in developing and monitoring an annual budget
- Relates and communicates well with all ages
- Familiar with use of a computer
- Exceptional problem-solving and decision-making skills
- Ability to delegate

**Primary Duties and Responsibilities**

**A. Finance**

- Create, Steward, and Administer the budget
- Supervise accounts payable and receivable
- Supervise record keeping and statistical data reporting
- Prepare reports to the Finance Committee and Board of Directors
- Recommend fee adjustments and financial policy practices

## **Revenue**

- Raise sufficient revenue with Board support and activity through fund raising, grants management and the Wisconsin Lutheran Planned Giving Partnership with the ELCA Foundation to accomplish significant program goals and maintain a financial balance in keeping with organizational policy.

## **Development**

- Build and expand donor club giving base to the annual fund
- Proficiency and experience in building new donor relationships while maintaining current donors
- Pursue grants applicable to outdoor ministry
- Establish meaningful contact with individuals, Twin City Metro area and denominational partners, and communities.

## **B. Planning and Governance**

- Work with the Board to develop a clear mission statement, vision and strategic plan
- Maintain an active, well-oriented Board
- Develop and carry out goals and methods to do so

### **Organizing**

Able to establish a formal structure of authority, table of organization, job descriptions, human resource policies that define how staff are deployed and coordinated in order to complete identified objectives/tasks.

### **Coordinating**

Inter-relate all the various parts of the work such as maintenance and programming

**Reporting** Keep the Board, committees and constituents informed as to what is going on. This includes keeping the staff informed through records, research and inspections, newsletters, asking letters, fund-raising events.

### **Programming**

Maintains or expands program based upon a plan

Program evaluations demonstrate effectiveness

Risk management assures the health and safety of campers and staff

Facilities are maintained or upgraded

## **C. Human Resources**

- Maintain or increase productivity of staff
- Keep the Board and personnel committee informed of the need for policy revisions
- Maintain efficient and effective volunteer corps
- Develop clear job descriptions
- Assure continuing education for all eligible employees

**Staffing**

- Recruit and employ full-time, part-time and summer staff and provide them with orientation and training
- Create a favorable work environment that meets federal, state and ACA standards and regulations

**Directing**

Respond to the continuous task of decision-making and developing specific and general methods to carry out decisions while serving as the leader of the organization

**D. Church Relations**

- Actively engaged in providing interested congregations in the Northwest Wisconsin, Northeast Minnesota Synods and other synods with information regarding programs and accommodations
- Provide the ELCA synods offices with information, consultation and expertise on Outdoor Ministry
- Participate in the ELCA Lutheran Outdoor Ministry Region 5 events, national ELCA LOM conference and training
- Maintain contact with all congregations through face-to-face visits, visits with pastors, Women of the ELCA, synod assemblies, provide pulpit supply and youth gatherings

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Employee Signature

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Date