



S H E T E K
L U T H E R A N M I N I S T R I E S

Position Specification

Executive Director

Our Mission: Shetek Lutheran Ministries is a place where Christ empowers and renews through experiencing God's word and fellowship in natural settings.

July 2026



POSITION SPECIFICATION

Position	Executive Director
Organization	Shetek Lutheran Ministries
Location	Slayton, MN
Reporting Relationship	Board of Directors
Website	www.Shetek.org

OPPORTUNITY

Nestled along the shores of Lake Shetek in the rolling prairie of southwest Minnesota, Shetek Lutheran Ministries has been changing lives through Christian outdoor ministry for generations. Rooted in Christ and surrounded by the beauty of God's creation, Shetek is a place where children discover confidence, young people explore their faith, families reconnect, congregations find renewal, and individuals of every age experience belonging, purpose, and transformation.

Today, Shetek stands at an exciting moment in its history. Building upon decades of faithful leadership, a dedicated Board of Directors, experienced staff, loyal volunteers, and passionate supporters, the ministry is well positioned to expand its impact for future generations. Strategic planning, growing constituent engagement, ongoing facility improvements, and a renewed emphasis on fundraising and communications have created strong momentum and an exceptional opportunity for the organization's next leader.

The Executive Director will have the opportunity to build upon this strong foundation while helping shape Shetek's future. Working alongside a committed staff and engaged Board, the next Executive Director will provide vision, foster collaboration, strengthen relationships with congregations and supporters, expand participation in Shetek's programs, and ensure the long-term financial and organizational sustainability of the ministry.

This is a role for a servant leader who is energized by relationships, inspired by outdoor ministry, and passionate about helping others encounter Christ through creation. The successful candidate will inherit an organization with deep community trust and the opportunity to guide one of the region's premier Lutheran outdoor ministries into its next chapter of growth and impact.



ORGANIZATION BACKGROUND

Shetek Lutheran Ministries is an independent, nonprofit outdoor ministry affiliated with the Evangelical Lutheran Church in America (ELCA). For generations, the ministry has welcomed children, youth, adults, families, congregations, schools, and community organizations to experience Christian hospitality, spiritual renewal, leadership development, and recreation in one of Minnesota's most beautiful natural settings.

Guided by its mission,

Shetek Lutheran Ministries is a place where Christ empowers and renews through experiencing God's word and fellowship in natural settings.

Shetek strives to create an environment where every guest experiences authentic Christian community, meaningful relationships, and opportunities to grow spiritually through the gifts of creation.

Located on the shores of Lake Shetek, Minnesota's largest prairie lake, the campus provides an exceptional setting for summer camp, family camp, environmental education, congregational retreats, youth gatherings, outdoor education, volunteer service, and year-round hospitality. The ministry's facilities and programs support thousands of guests each year and continue to evolve in response to the changing needs of congregations and communities.

Shetek's ministry extends well beyond its campus. Through longstanding partnerships with ELCA congregations, synods, volunteers, alumni, and donors, the organization serves as a vital extension of congregational ministry by nurturing faith, cultivating leadership, encouraging service, and providing sacred spaces where individuals and families can reconnect with God, one another, and creation.

The ministry has earned a reputation for exceptional hospitality, meaningful programming, faithful stewardship, and deep personal relationships. Many campers return as counselors, volunteers become lifelong advocates, and families establish traditions that span multiple generations. These enduring relationships are among Shetek's greatest strengths and provide a strong foundation for continued ministry.

Like many outdoor ministries, Shetek continues to respond to changing demographics, evolving constituent expectations, and new opportunities for ministry. In recent years, the Board of Directors has invested in strategic planning, completed major fundraising initiatives, expanded communications efforts, enhanced constituent engagement, and undertaken long-term planning for facilities and organizational sustainability. These efforts have created significant momentum and positioned the ministry for continued growth and impact.

Supported by an experienced Board of Directors, dedicated staff, committed volunteers, generous donors, and an engaged network of congregations and alumni, the next Executive Director will join an organization that is both deeply rooted in its history and enthusiastically preparing for its future.

For the next Executive Director, this represents an extraordinary opportunity to steward a ministry with a strong legacy, a clear mission, and exceptional potential for continued growth. The Board of Directors seeks a collaborative, faith-filled leader who will build upon Shetek's many strengths while inspiring the next generation of campers, guests, supporters, and ministry partners.



POSITION SUMMARY

The Executive Director serves as the chief executive officer of Shetek Lutheran Ministries and reports directly to the Board of Directors. As the ministry's spiritual, organizational, and strategic leader, the Executive Director is responsible for advancing Shetek's mission while providing vision, operational leadership, financial stewardship, and constituent engagement that ensures the ministry's long-term vitality.

Working in close partnership with the Board of Directors, the Executive Director leads the implementation of strategic priorities, oversees all aspects of organizational operations, develops and supports staff, strengthens relationships with congregations, donors, alumni, volunteers, and community partners, and serves as the chief ambassador for Shetek Lutheran Ministries.

The Executive Director fosters a Christ-centered organizational culture grounded in hospitality, collaboration, servant leadership, and faithful stewardship. Through thoughtful leadership and a commitment to organizational excellence, the Executive Director ensures that Shetek continues to provide life-changing experiences where all people can find joy and purpose in God's Creation.

KEY RESPONSIBILITIES

The Executive Director is the chief executive and general manager of the nonprofit corporation, together with such additional responsibilities as may be assigned by the Board of Directors. The primary areas of responsibility can be described as follows:

1) Administrative and Planning

- a) Exercise sound business management and practices.
- b) Be able to create a Christ-centered program through the recruiting, hiring, training, and supervision of both seasonal and year-round staff.
- c) Oversee all aspects of SLM's daily functioning:
 - i) Administer and coordinate all activities and events which are part of the camp's ministry
 - ii) Delegate responsibilities with appropriate follow through.
- d) Provide accurate and up-to-date financial statements available for each regularly scheduled Board meeting.
- e) Develop and recommend short-term (current year) and long range strategic plans. These plans are to be approved by the Board.
- f) Attend all meetings of the Board of Directors and present a written report at each regularly scheduled meeting.
- g) Direct regular staff meetings, and any other training sessions needed to foster personnel growth and skills.
- h) Prepare reports for annual meeting held in December of each year.
- i) Ensure that SLM's risk exposures are adequately insured at all times by a reputable insurance company.

2) Programming

- a) Develop, interpret, promote and execute camp's mission.
- b) Annually evaluate the program based on survey results and feedback

3) Communications and Marketing

- a) Practice an ongoing process of listening and learning which seeks constantly to keep the total camp in balanced perspective. Be willing to preach or provide temple talks to member congregations and to participate in pastor's conferences.



- b) Attend national, regional, and executive training events in order to promote the camp and continue to grow in camping knowledge and skills.
- 4) Facilities**
 - a) Plan for and address the short- and long-term physical property needs of SLM to ensure facilities are adequately maintained and assets are protected.
 - b) Develop and prioritize work day projects and help oversee their completion
 - c) Make site evaluations to assess facility needs
 - d) Manage and evaluate insurance coverage for physical property
- 5) Financial Development**
 - a) Work with the Finance Committee and the Office Administrator (and/or Development Director) to satisfy the ongoing financial needs of SLM.
 - b) Supervise and administer the financial development of the camp including the planning of budgets, congregational giving, capital campaigns, and endowment funding.
 - c) Augment the Annual Fund with activities such as quilt auctions, golf tournaments and/or creating new possibilities to meet the financial needs of SLM.
- 6) Other duties** as needed to support the mission and ministry of Shetek.

LEADERSHIP ATTRIBUTES DESIRED

The Board of Directors seeks a faith-filled, collaborative leader who will build upon Shetek's strong foundation while guiding the ministry into its next chapter of growth. The ideal candidate will combine strategic leadership with humility, operational excellence with relationship-building, and a deep commitment to Christian outdoor ministry.

The successful candidate will demonstrate the following attributes:

Faith-Centered Leadership

- Demonstrates a vibrant Christian faith and an openness to the mission, ministry and partnerships of the ELCA.
- Models integrity, humility, servant leadership, and faithful stewardship.
- Inspires others through a Christ-centered approach to leadership.

Visionary & Strategic

- Articulates a compelling vision while building consensus around shared goals.
- Balances innovation with respect for Shetek's traditions and culture.
- Makes thoughtful, informed decisions that support long-term organizational sustainability.

Relationship Builder

- Builds authentic relationships with staff, Board members, campers, congregations, donors, volunteers, alumni, and community partners.
- Listens well, communicates openly, and earns trust through transparency and consistency.
- Represents Shetek with warmth, professionalism, and enthusiasm.



Collaborative Leader

- Empowers staff, develops leaders, and fosters a culture of teamwork, accountability, and mutual respect.
- Delegates effectively while providing clear direction and support.

Effective Communicator

- Communicates clearly and effectively through public speaking, storytelling, digital communications, and personal relationships.
- Recognizes communications and marketing as essential tools for strengthening participation, engagement, and philanthropic support.

Organizational Steward

- Demonstrates sound financial, organizational, and administrative leadership.
- Understands nonprofit budgeting, fundraising, and strategic planning.
- Embraces continuous improvement while faithfully stewarding Shetek's people, programs, and resources.

Passion for Outdoor Ministry

- Appreciates the transformational impact of Christian outdoor ministry.
- Values hospitality, environmental stewardship, lifelong learning, and community.
- Thrives in a rural ministry setting while engaging congregations and constituents throughout the region.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

Minimum Qualifications

1. Have a commitment to the ministry of the Evangelical Lutheran Church of America (ELCA) and its partnership with Shetek Lutheran Ministries.
2. Have a firm understanding of, and intentions to practice, the theology and traditions of the ELCA.
3. Have expertise or training in financial planning, fund-raising, and budget management.
4. Have the ability and commitment to manage a flexible and demanding schedule.
5. Demonstrate both leadership and team building skills.
6. Possess organizational, adaptive, and follow through skills.
7. Provide Christian leadership and demonstrate a respect for God's creation.
8. Have the ability to delegate responsibility and earn the respect of staff.
9. Demonstrate technical expertise with computers, audiovisual equipment, the internet, etc. or a willingness to learn.
10. Prior experience in Church Camping Ministry is preferred.

EDUCATION



- Bachelor's degree, related field preferred.

COMPENSATION AND BENEFITS

- Minimum annual salary of [\$85,000-\$100,000]
- Up to \$10,000 in moving expenses
- 15 days first year, 20 days thereafter of paid vacation; 9 days of sick leave; 13 paid holidays (scheduled based on operational needs)
- Benefits: Portico - Employee & Family includes:
 - Health insurance
 - 10% retirement
 - Life
 - Disability
- Vacation: 3 Weeks in year one, growing to 4 weeks in year two.
- Holidays: 8
- Sick Time: Managed according to Minnesota's Earned Sick and Safe Time (ESST) law
- Cell Phone Reimbursement
- Use of a camp vehicle
- Sabbatical requests available after 7 years of service

Application

On behalf of Shetek Lutheran Ministries this search is being led by the consulting firm, GSB Fundraising. To apply applicants may send resumes and

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