

Camp of the Cross Ministries

Position Description: Executive Director
Position Classification: Salaried
FLSA: Exempt
Supervisor(s): Board of Directors



Mission statement: *Camping with Christ... for Lives of Faith...*

Our Core Values:

We are a **place of gifts** given from interest of thousands of concerned people who believe in what happens at the camp and trust in the good and careful stewardship of their investment.

We are a **place of beauty** where people can see the wonders of God's creation.

We are a **place of Christ-centered hospitality** where all people are welcomed and served in Jesus' name.

We are a **holy place of rest** where people of all ages, all year-round, are invited to come and be still and know that God is God.

We are a **place of community** where people can see and experience God's love through the people surrounding them.

We are a **place of worship and prayer** where people will have the opportunity to live in an atmosphere of praise and thanksgiving to God.

We are a **place of service** where those who come are given the opportunity to work together and care for the camp as well as those around them.

We are a **place of mission**, from which people are sent back into God's call in their daily lives with family, friends, neighbors, work, communities, and world.

Position Summary: The Executive Director provides oversight of all Camp of the Cross Ministries programs and operations. As chief administrative officer, the Executive Director provides leadership and is responsible for carrying out the vision and mission of the organization. The Executive Director reports to the board of directors, and hires, supervises, and evaluates all staff.

Primary Skills and Abilities:

- Bachelor's degree required, Master's Degree and/or Seminary training preferred. Evidence of education in specific areas relevant to CCM programs and operations, e.g. business and accounting, human resources, education and program development, and/or fundraising.
- 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 executive director or in outdoor ministries.
- Personal commitment to Christian faith and faith development, plus understanding of and experience in the Lutheran church and its teachings.
- Demonstrated experience in budget development and financial management required. Evidence of experience in managing a budget of \$250,000 or more.
- Demonstrated experience in raising private funds, including annual funds and major gifts. Experience in capital campaigns.

- Demonstrated experience in managing personnel, including hiring and evaluation, training and motivation, conflict resolution.
- Strong communications skills, both written and spoken, including the ability to represent CCM before diverse audiences. Experience in promotion and public relations.

Responsibilities

- Oversee the sound administration of all CCM programs and operations, including:
 - Financial management and budget preparation;
 - Program development and implementation;
 - Marketing and communications;
 - Facilities management, including maintenance, and safety;
 - Food service and hospitality management;
 - Environmental and ecological stewardship;
 - Accreditation and government regulation
- Work closely with the Board of Directors and committees, provide timely and complete reporting, and advise and present ideas and solutions for challenges and opportunities facing CCM
- Support the mission and ministry of the Evangelical Lutheran Church in America, work effectively within church structures and with church-related agencies, and be committed to working with ecumenical partners.
- Support the mission of our constituent congregations and their partnership with Camp of the Cross Ministries.
- Serve as liaison to our supporting synod, congregations, agencies and individuals, and represent CCM before diverse audiences in person and in writing. Travel throughout the constituent area, including limited overnight travel, required.
- Responsible for the supervision of all property and repair of campus facilities and grounds to meet Army Corps of Engineers requirements.
- Develop and implement a comprehensive and ongoing fundraising program to support CCM needs and to provide opportunities to individuals and organizations to give and participate in the mission of CCM.
- Lead staff in developing, implementing, and evaluating creative and faith-building programs for diverse audience and age groups, in varying and innovative formats.
- Provide for the orderly, efficient and cost-effective conduct of necessary business and support operations, including but not limited to accounting, registration, gift processing, purchasing, insurance, human resources, payroll.
- Create and maintain an overall atmosphere of hospitality, acceptance, and nurture for children, youth and adults.

Your signature indicates that you have reviewed the position description with your supervisor(s) and understand the duties and responsibilities of this position.

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISORS SIGNATURE _____ DATE _____