

Lutheran Outdoor Ministries Center Oregon, Illinois

Mission statement:

Be the church in outdoor settings, nurturing Christian faith and providing experiences connecting the Word of God with the World of God

Executive Director Position description

The executive director provides management and oversight of all LOMC 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 LOMC board of directors, and hires, supervises, and evaluates all staff.

Qualifications and experience

- Bachelor's degree required, masters degree and/or Lutheran seminary training preferred. Evidence of education in specific areas relevant to LOMC programs and operations, e.g. business and accounting, human resources, education and program development, and/or fundraising desirable.
- Prefer at least ten years progressively responsible experience in camping, education, the church or other non-profit agency or association, or relevant business experience, required. Prior experience as executive director or in Lutheran outdoor ministries preferred.
- Personal commitment to Christian faith and faith development, plus understanding of and experience in the Lutheran church and its teachings, required.
- Demonstrated experience in budget development and financial management required. Evidence of experience in managing a budget of \$750,000 or more preferred.
- Demonstrated experience in raising private funds, including annual funds and major gifts required. Experience in capital campaigns desirable.
- Demonstrated experience in managing personnel, including hiring and evaluation, training and motivation, conflict resolution, required.
- Strong communications skills, both written and spoken, including the ability to represent LOMC before diverse audiences, required. Experience in promotion and public relations desirable.

Responsibilities

- Encourage an atmosphere of Christian hospitality, respect, and graciousness toward community, staff, campers, donors, supporters, and users of LOMC's facilities.
- Oversee the sound and collaborative administration of all LOMC 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 LOMC.
- Support the mission and ministry of the Evangelical Lutheran Church in America, work effectively within church structures and with church-related agencies.
- Serve as liaison to ELCA supporting synods, congregations, agencies and individuals, and represent LOMC before diverse audiences in person and in writing. Travel throughout the service area, including limited overnight travel, required.
- Develop and implement a comprehensive and ongoing fundraising program to support LOMC needs and to provide opportunities to individuals and organizations to give and participate in the mission of LOMC.
- 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

This description describes the general nature of the job and should not be construed as an exhaustive list of responsibilities, duties, or skills required. Other duties and expectations may be assigned at the discretion of the LOMC Board of Directors.

COMPENSATION: Salary based on experience; includes health insurance and retirement benefits.