**Nebraska Lutheran Outdoor Ministries** November, 2017

**POSITION DESCRIPTION**

**EXECUTIVE DIRECTOR**

The Executive Director provides management and oversight of all Nebraska Lutheran Outdoor Ministries (NLOM) programs and operations. As Chief Executive Officer, the Executive Director provides leadership and empowerment to carry out and expand the vision and mission of NLOM. The Executive Director reports to the Board of Directors, and is responsible for the hiring, supervision, and evaluation of all staff.

# Qualifications and experience

• Active membership in a congregation of the Evangelical Lutheran Church in America, a commitment to personal faith formation, and a working knowledge of the teachings and structure of the ELCA are required.

• Evidence of education or significant experience in specific areas relevant to NLOM programs and operations is desirable (i.e., business and accounting, human resources, marketing, program development, and/or fundraising). Bachelor’s degree required.

• At least ten years of progressively responsible experience in camping, education, the church, other not-for-profit agency/association, or relevant business experience is required. Prior experience as an executive director or significant experience in Lutheran outdoor ministries is preferred.

• Demonstrated experience in budget development and financial management is required. Experience in managing a budget of $750,000 or more is preferred.

• Demonstrated experience in raising private funds, including annual funds and major gifts is required. Experience in capital campaigns is desirable.

• Demonstrated experience in managing personnel, including hiring and evaluation, training and motivation, and conflict resolution is required.

• Effective communication skills, both written and spoken, including the ability to preach and to represent NLOM before diverse audiences, is required. Experience in marketing and public relations is desirable.

* Ability to travel as required.

# Responsibilities

* Oversee the sound administration of NLOM programs and operations, including.

-Spiritual leadership;

-Financial management, budget preparation, resource development and risk management;

-Leadership development;

-Program development and implementation;

-Marketing and communications;

-Youth Camping and Retreat & Conference facilities management, including food service, maintenance, and safety;

-Environmental and ecological stewardship;

-Accreditation standards and government regulations.

* + Work closely with the Board of Directors, NLOM Foundation, and committees. Provide board members and trustees with timely and complete reporting, and present ideas and solutions for challenges and opportunities facing NLOM.
  + Lead the discernment and development of a strong vision for the ministry of NLOM, its activities and possibilities.
* Continuing education and involvement in a variety of national camping and leadership opportunities is expected.
* Support the mission and ministry of the ELCA and work effectively within church structures and with church-related agencies and institutions. Ensure NLOM’s active participation within the ministry of the Nebraska Synod.
  + Serve as liaison to ELCA supporting synods, congregations, agencies and individuals, and represent NLOM before diverse audiences in person and in writing.
  + Lead staff in developing, implementing and evaluating a comprehensive and ongoing fundraising program that supports NLOM’s needs and one that provides opportunities for individuals and organizations to give and participate in the mission of NLOM.
  + Lead staff in developing, implementing and evaluating creative, faith-building programs for diverse audiences 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, risk management, human resources, payroll and grounds/ environmental services.
  + Create and maintain an overall atmosphere of hospitality, acceptance, and nurture for children, families and adults.
  + Be familiar with and abide by the standards, practices and principles of the American Camp Association and the Association of Lutheran Development Executives.