

Camp Concordia Executive Director Job Description

Camp Concordia's Mission Statement

Camp Concordia exists to provide opportunities for children, youth, and families to encounter Christ in the midst of God's creation.



Job Summary

The Executive Director is the leader and chief spokesperson for Camp Concordia. The Executive Director reports to and is accountable to the Board of Directors. The Executive Director's primary responsibilities include proper stewardship and administration of the ministry's operations (staff, volunteers, programs, and properties/facilities), strategic plans, finances, fundraising, community relations, and regulatory compliance. The responsibilities should be carried out in accordance with the directions provided by the Board and within established guidelines so that the ministry's objectives are achieved.

Primary Responsibilities

- **Functions as the principal professional resource to the Board of Directors.** Communicates regularly and openly with the Board, creates a culture of partnership between the Board and staff based on trust and respect, implements policies established by the Board, and participates in board meetings.
- **Manages the operation of the organization, including staff/volunteers, programs, and property/facilities.**
 - Staff: Hires, supervises, and directs year-round and seasonal staff by delegating responsibilities as necessary to effectively accomplish Camp Concordia's goals. Conducts regular staff meetings and evaluation processes. Promotes staff spiritual well-being, fellowship, morale, and team unity.
 - Programs: Verifies all camp programs are in accordance with Camp Concordia's mission, faith statements, and the doctrine of the Lutheran Church - Missouri Synod. Coordinates with the Board of Directors, camp staff, and volunteers to provide the best Christ-centered experiences possible through youth programs, and church retreats. Regularly evaluates program effectiveness, efficiency, and overall value.
 - Property/facilities: Responsible for the proper stewardship and maintenance of Camp's property, facilities, and equipment.
- **Provides oversight for the financial affairs of the organization.** Prepares the annual budget and statements of financial position. Establishes camp rates, fees,

and registration costs. Ensures financial policies and procedures are followed. Ensures ongoing financial sustainability of the organization.

- **Leads the development and implementation of strategic plans into actionable activities.** Leads ministry in forward-thinking direction, discerning what's next for the ministry and verifying that all camp programs are in accordance with Camp Concordia's mission and faith statement and in coordination with the Board.
- **Oversees development and implementation of fundraising plans** to secure adequate funding, including donor relations, fundraising, grant acquisition, etc.
- **Functions as the chief spokesperson for the organization.** Represents the organization to the local community and schools and at professional meetings and conferences. Fosters a good relationship and image with camp users, donors, association members, area congregations, the LCMS Michigan District, its schools, and the local community. Oversees positive and timely communication and promotion of Camp via newsletters, brochures, social media, mailings, speaking engagements, articles in publications, etc.
- **Ensures administrative and regulatory compliance.** Assures Camp Concordia is in compliance with all accreditations and government regulations. Signs all contract agreements and documents as authorized by the Board. Assures that staff and camp users are educated about Camp policies and enforces compliance. Assures the secure maintenance of all corporate records, legal documents, permits, licenses, and other important documentation related to camp.

Position Qualifications

A Christian adult (21+ years old) with active and faithful membership in an LCMS congregation. An educational level of bachelor's degree or higher, preferably in a related field such as business, education, or ministry. At least one year of experience with programs similar to those at Camp Concordia and at least six months of full-time administrative experience, preferably in an organized camp or related program. Passionate about sharing their Christian faith through a variety of methods. Possesses proven skills and competencies in visioning, leading and managing change, strategic thinking, inspirational leadership, fundraising, community development, financial planning, and staff/volunteer supervision and training. Proficient at recognizing people's strengths and optimizing their fit in the ministry.