

EXECUTIVE DIRECTOR OF
Lutherwood Camp and Retreat Center
Exploring Grace in Creation
Bellingham, WA

POSITION SUMMARY: The Executive Director of Lutherwood Camp and Retreat Center (Lutherwood) will be responsible for all operations at Lutherwood which including shepherding its vision, managing staff, operations, fiscal stewardship, fundraising and marketing.

EDUCATION REQUIRED: Bachelor's Degree, preference for an advanced degree such as M.Div, M.A.R, MBA, Master of Recreation Management, or similar.

Estimated Pay range: \$80,000+

QUALIFICATIONS: The ideal candidate should demonstrate the following:

- Grounded in the Lutheran tradition of the Christian faith and a passion for
- proclaiming the Gospel and serving others in the name of Christ
- Documented administrative and budget management skills, and financial
- development skills, including:
 - experience in financial development
 - experience in marketing, fundraising and capital fund appeals
 - leading with a vision for new, creative and exciting ideas to advance the mission of Lutherwood Camp and Retreat Center.
 - Personnel recruitment and management of staff
 - Skillful use of social media communications
 - Experience with multiple-generations, cultures and socio-economic groups
 - Experience in camp and retreat center management, contagious energy, enthusiasm, and a willingness to share with the broader church and community

SPECIFIC DUTIES AND RESPONSIBILITIES:

As Executive Director of Lutherwood Camp and Retreat Center -

1. Uphold and advance the Strategic Plan as it fosters a better understanding of God, self, others and nature through this outdoor ministry.
2. Extend the ministry of Lutherwood with existing congregational groups as well as other congregations, the synods and surrounding communities.
3. Responsible for hiring, managing and training full-time staff, and oversee hiring of part-time staff.
4. In partnership with the Lutherwood Camp and Retreat Center Board of Directors responsible for developing the annual budget.
5. Create and oversee the Annual Appeal, fundraising events and capital fund appeals.
6. Develop and oversee implementation of the marketing plan that includes print, electronic media and social networking.

7. Ensure that all appropriate operations are current with governmental regulations for 501C3, local and state laws, including safety standards and health codes, and follow American Camp Association accreditation standards.
8. Maintain active membership and attend national and regional conferences of Lutheran Outdoor Ministries. Develop relationships, partnerships and alliances with churches, schools, non-profit organizations, individuals, Lutheran Outdoors Ministries, other camps, Evangelical Lutheran Church of America (ELCA) partner congregations and synods, Missouri Synod partner congregations and schools, and diverse groups for the strategic benefit of Lutherwood's mission.
9. Be a member in good standing of an ELCA or Missouri Synod Lutheran Church.
10. Foster and work effectively with the Lutherwood Board of Directors.
11. Attend regularly scheduled staff and board meetings of Lutherwood.
12. Perform annual formal performance reviews of full-time staff, a written record of which shall be kept in the staff person's personnel file.
13. Participate in annual self-review with the Lutherwood Camp and Retreat Center Board of Directors.
14. Leading Lutherwood staff in delivering effective ministry to diverse constituent groups.
15. Managing finances, including developing a budget alongside the finance committee, maintaining budgetary responsibility and prudent fiscal management.
16. Overseeing operational management of the 100+ acre property on Lake Samish, including management of maintenance staff and volunteers to ensure a safe and thriving physical environment.
17. Managing program staff to ensure that all programs are delivered safely, with purpose and integrity.
18. Engaging Lutherwood board and volunteers in implementing strategic plans for growing the ministry in a rapidly changing environment.
19. Cultivating donors to meet annual fundraising goals to allow for operating budgets and future growth.
20. Hiring and training staff that are passionate, driven and enthusiastic about Lutherwood's mission.
21. Providing spiritual leadership for the entire staff and guest community.
22. Performing other duties as required to fulfill the mission of Lutherwood Camp and Retreat Center.

Please submit your letter of interest and resume to the following e-mail:

LWDirSearch1@gmail.com

Applications will be accepted: August 1 – 25, 2023.

Lutherwood Mission Statement

Exploring Grace in Creation

When we say GRACE we mean:

G-rowth
R-enewal
A-dventure
C-ommunity
E-ducation

Lutherwood Vision

People of any age, ability, identity, and economic opportunity are welcomed, nurtured, and valued as a diverse body and a blessed part of God's creation.

About the Camp

Lutherwood Camp and Retreat Center was founded in 1946 with a dream to provide a place for summer outings. Over the years the partner congregation of the ELCA and LCMS have worked hard to meet the needs of youth, families, and congregations. Today the camp offers five weeks of summer camp for youth. One week of music camp and Camp Phoenix for children who have been burned. Congregations gather for worship and tent and camper camping. During the year there are other opportunities for Confirmation camp, Environmental Education, Ropes Course and more. In 2022, 388 summer campers utilized the camp, 58 groups and 50 families or individuals.