

# Agapé † Kure Beach Ministries

## Executive Director Job Description

Agapé † Kure Beach Ministries (A†KBM) of North Carolina seeks applications for an Executive Director. The Executive Director furthers the mission and goals of A†KBM by providing visionary leadership, strong financial development, effective management of fiscal and physical resources, and meaningful relationships with our stakeholders in the church and beyond.

### About Agapé † Kure Beach Ministries

A+KBM includes a 624-acre main camp (Camp Agapé) 45 minutes outside of Raleigh, the NC capital and a planned rebuilding of a historic retreat center location at Kure Beach, NC. Camp Agapé is open year-round and offers a traditional seven-week summer program for youth, programmed events, and facility rentals. When rebuilt, the Kure Beach center will host opportunities for various programming.

Agapé † Kure Beach Ministries calls and gathers all people to experience the Spirit through encounters with Christ in creation and community. We believe we are ALL created in God's image and that God created a rich and diverse world. That leads us to see in one another and nature the presence of God, and we are called to honor and respect that presence in each other.

We build leaders by transforming lives through Christ-centered relationships. Our camping programs should have an awareness of tradition but be open to change and always be guided by our seven major goals:

1. Building self-esteem and self-value as a child of God
2. Positive Christian role modeling
3. Holistic safety, enabling campers to grow in a safe environment
4. Creation stewardship – teaching understanding, care, and respect for God's world
5. Building leaders for the future of our church and the world
6. Using music in a positive way to share our faith and
7. Have fun!

In our year-round ministry, our goals are to:

1. Serve as a vital resource for faith development, especially in our synod
2. Meet the holistic needs of guests by providing quality programs and facilities
3. Be a welcoming place where hospitality is central to guest experiences
4. Challenge staff and volunteers to live as role models of Christ in daily life
5. Teach creation stewardship in word and action

The right candidate will lead us to live out these goals by working with our Board of Directors to grow and expand our programs. They will also work with the Board to implement our strategic plan.

## **Responsibilities of the Executive Director**

### **General**

- Create a climate/culture where the love of God is experienced in our relationships with each other and creation.
- Establish a Christ-centered atmosphere for renewal and growth
- Seek to build leaders among staff and campers
- Be actively connected with the North Carolina Synod as well as the wider Lutheran Church
- Connectivity and communication with volunteers, staff, donors, the church communities as well as the community at large.

### **Board of Directors**

- Work with the Board of Directors to carry out the ministry's mission and vision
- Assist in recruiting and training new board members
- Facilitate the work of the Board and its committees and task groups

### **Visionary/Strategic**

- Develop, communicate, and implement a philosophy (core values) for A+KB
- Serve as the chief champion of the ministry's mission, values, and goals
- Work with the Board in developing, communicating, and implementing a strategic plan, with regular reviews and updates
- Refine and oversee the vision for a master site plan
- Oversee staff in creatively setting the course for new program development and growth
- Effectively manage and navigate crisis situations with all stakeholders
- Participate in local, regional, and national levels of the Lutheran Outdoor Ministry Network of the ELCA
- Remain current regarding all governmental and regulatory health and safety regulations
- Strive to meet the standards of the American Camp Association for Health and Safety

### **Fund Development/Marketing**

- Create, communicate, and implement a fund development plan and a schedule for completion
- Foster, develop, and maintain relationships with those in the communities in which we serve, as well as with partners at congregational, synodical, and national levels
- Research and write local congregation, agency, corporate, and churchwide grants
- Make personal visits and direct asks of donors, church leaders, and congregations
- Develop and maintain relationships with key donors who support the ministry
- Be the public face of A+KBM in any appeal or capital campaign
- Be present at all friend and fund-raising events
- Oversee all camp communications and marketing materials

### **Finance**

- Effectively develop and manage the ministry budget and spending
- Oversee the ministry's accounting and with the Treasurer, ensure accurate financial controls and thorough financial policies and procedures.
- Monitor cash levels to ensure adequate cash flow for operational needs.

### **Personnel**

- Hire, supervise, evaluate, and support the year-round staff team
- Oversee the hiring of seasonal employees
- Ensure that all personnel live out the mission, vision, goals, and strategic plan of the ministry
- Conduct training and team building with all staff

### **Program**

- Oversee ministry programs and services, their direction and quality, and the development of new programs as needs change
- With the Program Director, see that outreach programs for use in congregations and communities are developed and continuously improved

### **Property**

- Oversee the management of property and all facilities in alignment with the site master plan
- Oversee ongoing capital projects/contracts to ensure completion within schedule and budget

### **Qualifications and Experience**

- Bachelor's degree or higher, required.
- Personal commitment to Christian faith and faith development, plus an understanding of the Lutheran Church and its teachings, required.
- Evidence of education or experience in relevant areas of outdoor ministry
  - business and accounting
  - human resources
  - education and program development
  - camp management
  - retreat center management
  - fund development
- Five years of progressively responsible experience in camping, education, the church, or other non-profit organizations or relevant business experience, preferred.
- Prior experience as an executive director, assistant, or program director in Lutheran outdoor ministries, preferred.
- Must be able to be on-site daily, as needed.

### **Compensation information**

- The salary range for this position is \$75,000 to \$90,000 and includes health and retirement benefits. Compensation will be commensurate with experience and cost of benefits.
- Moving expenses, signing bonus, or retention bonus are negotiable.
- Continuing education is included.
- Rostered leaders compensation will be based on synodical compensation guidelines.

**Please submit a cover letter, resume, and three references via email to Ethan Overcash, chair of the search committee, at [ethanovercash@gmail.com](mailto:ethanovercash@gmail.com).**

The search is open until the position is filled and interviews will be scheduled as qualified applicants apply. Questions may be addressed to Ethan Overcash at [ethanovercash@gmail.com](mailto:ethanovercash@gmail.com) or 704.640.9716.