

Agapé ☩ Kure Beach Ministries

Executive Director Job Description

Agapé ☩ Kure Beach Ministries (A☩KBM) of North Carolina seeks applications for an Executive Director. This position will be responsible for the management of the ministry and property of A☩KBM, which includes a 624-acre main camp 45 minutes outside of the NC capital, Raleigh, as well as an oceanfront retreat center at Kure Beach, a 2.5-hour drive. A☩KBM is open year-round and offers both programmed events as well as facility rentals.

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 are 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. Having 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 help us live out these goals by working with our Board of Directors to grow and expand our programs. He/she will work with the Board to implement our strategic plan of 2019.

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

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
- Be active in local, regional, and national levels of the Lutheran Outdoor Ministry Network in 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 accounting function. 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, establish, and support the year-round staff team
- Oversee the hiring of seasonal employees
- Ensure that personnel live out the mission, vision, goals, and strategic plan of the ministry

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 on-going capital projects / contracts to ensure completion within schedule and budget

Resumes may be submitted to madeleine@thedassows.com

Deadline for submitting resumes is January 31, 2022