

# Agapé ☩ Kure Beach Ministries

## Executive Director Job Description

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

## **Qualifications and Experience**

- At least a bachelor's degree or higher required
- Lutheran theological training desirable
- Evidence of education or experience in relevant areas of outdoor ministry
  - e.g. business and accounting
    - human resources
    - education and program development
    - camp management
    - retreat center management
    - fund development
- At least 5 years of progressively responsible experience in camping, education, the church or other non-profit organizations or relevant business experience required
- Prior experience as an executive director, assistant, or program director in Lutheran Outdoor ministries preferred
- Personal commitment to Christian faith and faith development, plus an understanding of the Lutheran Church and its teachings, required
- Must be able to permanently reside within 30 minutes of camp property
- Must be able to be on site daily, as needed. Working remotely is not an option.

## **Compensation information will be provided following the first interview.**

- Salary is competitive with other comparable Outdoor Ministry positions
- Compensation includes health and pension benefits, as well as continuing education

Please submit a cover letter, resume, and 3 references to:

Madeleine Dassow

5 Hobbs Place

Greensboro, NC 27403-1091

or

[madeleine@thedassows.com](mailto:madeleine@thedassows.com)

Applications will be accepted February 20, 2024 – April 5, 2024

Questions may be addressed to Madeleine Dassow at: [madeleine@thedassows.com](mailto:madeleine@thedassows.com) or 336-202-4583

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