



POSITION DESCRIPTION

Position: **Director**

Responsible to: Board of Directors

Primary Purpose:

The Executive Director is responsible for following the camp's mission and for providing leadership in the areas of administration, financial management and development, program, and planning.

Essential Duties:

Fiscal Management

Work with Financial Oversight Committee to:

- Create and manage the annual budget
- Responsible for the financial operations of the camp and ensuring that sound management practices are followed.
- Provide accurate and up-to-date financial statements available for each regularly scheduled Board meeting.

Fund Raising and Development

Work with the Financial Development Ministry Team to

- Plan, oversee, and implement successful capital campaign
- Be responsible for donor development, cultivation, and fostering lasting relationships with camp.
- Understand and be able to communicate the different ways in which supporters can give to camp, via estate planning, general donations, gift-in-kind, volunteerism, and other avenues.
- Oversee fund raising efforts concerning the operating fund of Badlands Ministries by working with leaders and/or task forces to plan, implement, and evaluate fund raising events

Promotion/Out Reach

Work with the Communication/Marketing Ministry Team to:

- Actively promote Badlands Ministries' year-round programs and facilities through effective marketing, public relations, preaching, and communications with congregations, pastors, delegates, user groups, and campers.
- Serve as the spokesperson for Badlands Ministries and represent the camp at all conference and Synod events, all meetings pertaining to the outdoor ministries of the ELCA, and any other meetings of professional camping and conference center associations which the Executive Director attends at the Board's request.
- Establish a rapport with pastors, congregations, user groups, campers, volunteers, and supporters, and seek to nurture such relationships through effective communication.
- Manage and provide material for an effective website.
- Prepare written material that is distributed on a regular basis, including but not limited to newsletters, brochures, and event flyers.
- Partner with other organizations and groups to further the mission of Badlands Ministries.

Human Resources

Work with Personnel and Board Development Ministry Team to:

- Recruit, train, supervise and compensate all staff, subject to Badlands Ministries' policies, and in compliance with all applicable federal, state, and local employment laws.
- Create an atmosphere which promotes Christian values and good staff morale.
- Provide each staff member with a written, annual performance evaluation.
- Supervise all staff and volunteers in the day-to-day operations of camp, and assist them as needed following standard human resource guidelines.
- Review all current means of personnel and board development

Facilities

Work with the Facilities Ministry Team to:

- Plan for and address the short and long term physical property needs of Badlands Ministries to ensure facilities are adequately maintained and assets are protected
- Develop and prioritize work day projects and help oversee their completion
- Make site evaluations to assess facility needs
- Manage and evaluate insurance coverage for physical property

During the course of a Capital Campaign add:

- Make recommendations to the Board of Directors regarding new site facility issues and other issues regarding the move
- Work with the Project Manager to make decisions related to the new site and construction projects

Planning & Administration

- Develop and recommend short-term (current year) and long range strategic plans. These plans are to be approved by the Board.
- Work to fulfill mission and accomplish the goals and policy objectives that have been, or may hereafter be, established by the Board of Directors. Also, recommend any policy changes that would result in improved operational efficiency for camp.
- Attend all meetings of the Board of Directors and present a written report at each regularly scheduled meeting.
- Direct regular staff meetings, and any other training sessions needed to foster personnel growth and skills.
- Attend all scheduled meetings with ministry teams (except for the Program Ministry team which is attended by Program Director).
- Prepare reports for annual meeting held in November of each year.
- Ensure that Badlands Ministries' risk exposures are adequately insured at all times by a reputable insurance company.

Program

Work with the Program Director and Program Ministry Team to:

- Review all current summer and year-round ministry programming
- Research and make changes / additions based on trends, needs, and interests that keep in alignment with our mission
- Set measurable goals to evaluate effectiveness of each program

Other Duties: Perform whatever other tasks, duties, and responsibilities are needed to further Badlands Ministries' mission and ministry

Evaluation: Performance and position description will be reviewed as requested by Board of Directors or Director.

Tools/Equipment: The Executive Director can be expected to work in a variety of environments, and must be able to be flexible and adapt to new situations. Also, the position will need to be fluent in computer usage, including word processing and email as vital aspects of communication.

Contact: The Executive Director can expect to come in contact with a variety of groups of all ages and sizes. The person in this position should feel comfortable in communicating with people at different age levels.

Supervision: The Executive Director will have a supervisory role in relation to year-round and seasonal staff. Leadership skills are necessary in this role.

Qualifications:

- Has the ability to perform duties around the rough and hilly terrain that is part of the camping program.
- Be able to travel to recruit campers and staff, promote the ministry, attend meetings, and cultivate donors.
- Has the ability to communicate clearly, both written and oral.
- Exhibits a sense and understanding of Outdoor Ministry.
- Is relational and works well with people.
- Practices discernment, honesty, and integrity.
- Required are a valid driver's license, and background clearances.

Education/Experience:

A four year college degree is required for this position, as well as a minimum of three years of camp ministry or related experience. Experience in working with people is a must.

Theology: A committed Christian who accepts and lives by the Confessions of Faith of the ELCA and has the ability to share that Christian faith with others in a variety of settings and methods.

Note: This is not necessarily the entire list of responsibilities, skills, duties, requirements or working conditions associated with the position of Executive Director. While the description is intended as an accurate reflection of the current job, Badlands Ministries reserves the right to revise the functions and duties of the job or to require that additional or different tasks be undertaken when such revisions are dictated by a change in circumstances.

Agreement: I have carefully read and I understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me.

Executive Director

E.D. Signature

Date

Board Chair Name

Board Chair Signature

Date

Adopted May 21, 2006