



# Lutherans Outdoors in South Dakota, Inc.

## Year Round Position Description

### Executive Director

#### **Our MISSION:**

Lutherans Outdoors in South Dakota welcomes all to explore and experience Christ's love in community and creation.

#### **Our VISION:**

To be your first choice for dynamic and innovative Christ-centered ministry experiences: In the Hills, On the Prairie, At the Water.

#### **Our CORE VALUES:**

We Promise to

- Explore Faith
- Welcome All
- Build Leaders
- Care for ALL Creation

#### **POSITION OVERVIEW:**

The Executive Director furthers the mission of Lutherans Outdoors in South Dakota by providing leadership and ensuring visionary strategic planning, strong financial development, sound fiscal management, positive public relations, and quality program delivery.

This is an exempt position, often requiring more than 40 hours per week, including weekends and evenings, and involving frequent travel in S.D.

**REPORTS TO:** Lutherans Outdoors Board of Directors

**SUPERVISES:** Development Director, Marketing Director, Executive Assistant, Camp Directors

#### **ADMINISTRATIVE DUTIES**

- A. Ensure all Board of Directors decisions are communicated to the staff
- B. Ensure the Board of Directors are informed about all administrative, financial, personnel and facilities updates pertaining to the organization.
- C. Ensure compliance with all policies, practices, and procedures, and accreditation standards.

#### **PERSONNEL MANAGEMENT**

- A. Supervise the preparation of job descriptions for Lutherans Outdoors personnel.
- B. Supervise the hiring and training of all personnel necessary for the operations of Lutherans Outdoors.
- C. Review and evaluate the performance of Lutherans Outdoors staff.
- D. Review and evaluate yearly staff contracts.
- E. Regularly review and evaluate the organizational structure and make recommendations to the Board of Directors to ensure that the structure is efficient to meet the needs of the organization.
- F. Act as supervisor for the staff of the Administration Office.
- G. Support and develop all LOSD staff.

#### **FINANCIAL DEVELOPMENT**

- A. Serve as Chief Philanthropy Officer for Lutherans Outdoors.
- B. Provide oversight and supervision to the Financial Development team and assist in working towards fundraising goals.
- C. Provide regular reports of financial development to the Board of Directors

## **FISCAL MANAGEMENT**

- A. Provide leadership in the preparation of an annual budget and monthly financial reports.
- B. Make timely, fiscally responsible decisions for the organization.
- C. Provide oversight for Directors in monitoring their budgets in order to identify any issues in a timely manner.
- D. Promote and encourage changes that positively impact the fiscal health of the organization.
- E. Arrange for a yearly audit of records.
- F. Review and evaluate the necessary insurance requirements of the Lutherans Outdoors of SD Corporation.

## **PUBLIC RELATIONS**

- A. Develop and maintain a strong public relations program so that there will be a clear understanding of the mission and purpose of Lutherans Outdoors by congregational members of the ELCA in South Dakota.
- B. Develop and maintain relationships with the South Dakota Synod staff and other ministries of the Synod, the churchwide Outdoor Ministries office, other camp organizations.
- C. Develop and maintain relationships with other organizations in the region with like-minded purpose and goals.
- D. Attend synod functions as invited or requested.
- E. Develop and maintain relationships with rostered and lay church leaders, congregations and other related groups to grow awareness of Lutherans Outdoors and available programs.

## **PROGRAM & FACILITIES**

- A. Provide leadership for the development, design, execution and evaluation of current programs.
- B. Provide leadership for the development and execution of long-range program and site development plans.
- C. Monitor the necessary maintenance and/or replacement of facilities and equipment for the Administration office.
- D. Work with Directors to ensure that the necessary equipment is available and adequate to meet program needs.

## **SKILLS & QUALIFICATIONS**

- Exudes energy
- Excellent speaking skills; presents a positive public image.
- Excellent writing skills
- Excellent problem-solving skills
- Effective team leader
- Strong interpersonal skills – works well as part of a team, works well with staff and volunteers, good listening skills with constituents and staff
- Minimum of a Bachelor's Degree
- Ability to travel on a regular basis, including overnight travel
- Understanding of Lutheran Theology
- Membership in an ELCA congregation

## **BENEFITS**

- 6% Employer Contribution to 403(b) Pension through Portico Benefits
- Health, Dental, Life Insurance through Portico **Silver+C** Benefits Package
- Holidays, Vacation, Sick Leave, Bereavement Leave
- Company vehicle for required travel

v1. September 2018

v2. 2020

v3 October 2024