



# The Lutheran Camping Corporation of Central Pennsylvania

Kirchenwald, Nawakwa, & The Wittel Farm

## Executive Director

Reporting to the Board of Directors, the Executive Director (ED) will have strategic and operational responsibility for the Lutheran Camping Corporation of Central Pennsylvania (LCC) staff, programs, expansion, and execution of its mission. They will maintain a knowledge of ministry, core programs, operations, and business plans.

### Leadership and Management

- Actively engage and energize the Board of Directors, LCC volunteers, committees, alumni, partnering organizations, and donors
- Collaborate with the Board of Directors; ensure that the board receives timely information for review and action, provide resources for board education, seek and build board involvement with strategic direction for the ministry. Provide reports to, and attend, Board and committee meetings as appropriate and required
- Ensure effective systems to manage the organization's operation and impact and regularly evaluate program components to measure successes that can be effectively communicated to the board and constituents. Identify and address program components that are not succeeding nor align with the organization's mission
- Lead, coach, and develop the staff of the LCC
- Ensure ongoing program excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals

### Church and Community Relations

- Build and maintain a positive relationship with the Lower Susquehanna Synod of the Evangelical Lutheran Church in America and other ecumenical partners
- Seek and foster relationships with potential stakeholders, including but not limited to congregations, educational institutions, constituents, faith leaders, and others in the community
- Develop and maintain an effective communication strategy to include all stakeholders

## **Fundraising & Outreach:**

- Work in conjunction with the Board of Directors and the Finance Committee to develop and implement strategies for development, including annual appeals, capital campaigns, special appeals, major gifts, and planned gifts
- Create and maintain an outreach plan to communicate with and educate stakeholders on the financial needs of the LCC
- Develop, steward, and nurture relationships with prospective and major donors
- Ensure proper acknowledgement and recording practices for all gifts received
- Ensure the training of volunteers in the ministry's fundraising efforts, including the development work of the Board of Directors

## **Administration**

- Hire, supervise, evaluate, and support staff throughout the LCC
- Develop, maintain, and utilize systems and resources to facilitate effective operations for the LCC
- Provide oversight, support, and budget management in conjunction with the Site Directors to ensure that properties, facilities, and equipment remain in good operating condition to advance the ministry of the LCC
- Manage the financial resources of the organization and supervise the annual budget preparation, attending to the day-to-day financial tasks including accounts payable, and the authorization of bill payments
- Consult with outside resources such as accountants, insurance providers, and legal advisors as necessary to ensure good risk management
- Ensure the annual audit and 990 filing

*In addition to all of the above, other duties may be assigned by the Board of Directors as necessary for the good of the organization's mission.*

## Qualifications

The ED will be thoroughly committed to the LCC mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Personal commitment to Jesus Christ and a desire to serve God through the Church in an outdoor ministry setting
- An understanding of, and agreement with the mission and goals of the LCC, the Lower Susquehanna Synod, and the Evangelical Lutheran Church in America (ELCA)
- Strong interpersonal, supervisory, and communication skills
- Satisfactory criminal record check and child abuse screening
- Valid Driver's License
- Preference will be given to candidates with experience in the following areas:
  - College Degree
  - Outdoor ministry leadership and program development
  - Financial management and budgeting
  - Personnel recruitment and management
  - Development and Fundraising
  - Constituent relationships
  - American Camp Association (ACA) standards for accreditation
  - Lutheran Outdoor Ministry programs and professional development