



Lutherans Outdoors in South Dakota, Inc.

Executive Director

Job Description

Position Purpose: To further 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.

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

Reports to: Lutherans Outdoors Board of Directors

Supervises: Development Director, Marketing Director, Executive Assistant, Camp Directors

Administrative Duties

- A. Ensures all Board of Directors decisions are communicated to the staff
- B. Ensures the Board of Directors are informed about all administrative, financial, personnel and facilities updates pertaining to the organization.
- C. Ensures compliance with all policies, practices, and procedures, and accreditation standards.
- D. Ensure all "customer" complaints are dealt with, attorney consulted as needed, reports made to insurance company.
- E. Supervise the activities of the central administrative office for Lutherans Outdoors

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.

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.
- D. Develop and maintain relationships with rostered and lay church leaders, congregations and other related groups to grow awareness of Lutherans Outdoors and available programs.

Fiscal Management and Financial Development

- 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.
- G. Provide oversight and supervision to the Financial Development team, and assist in working towards fundraising goals.

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, a “people person”
- Excellent speaking skills; presents a positive public image.
- Excellent writing skills
- Excellent problem-solving skills
- Effective interpersonal skills – effective team leader, works well as part of a team, works well with staff and volunteers, good listening skills with constituents and staff.
- Excellent financial skills – ability to understand and interpret financial data and take appropriate action
- Minimum of a Bachelor’s degree
- Four years successful financial development experience
- Understanding of ELCA theology
- Safe driving record, insurable by agency insurance company
- Ability to travel on a regular basis, including some overnight travel.
- Acting member in good standing in an ELCA (Evangelical Lutheran Church in America) congregation required.