



JOB TITLE: Executive Director
Green Lake Lutheran Ministries

EMPLOYMENT STATUS: Full-time, salaried

REPORTS TO: GLLM Board of Directors

MISSION:
Inviting all to experience the life-changing love of Jesus through vibrant settings in community and creation.

OBJECTIVE:

The Executive Director of Green Lake Lutheran Ministries (GLLM) provides management and oversight for all operations of this multi-site organization to include: shepherding its vision, guiding its planning, managing its staff, practicing fiscal stewardship, fundraising and marketing.

RESPONSIBILITIES:

1. Organizational Mission and Strategy

- Work with the Board to develop a shared vision for the future of the organization
- Build understanding about the current mission
- Articulate the vision and mission of the organization as often as is appropriate with all partners including congregations, donors, board and staff as well as outside groups.
- Develop realistic goals and strategies to advance the mission.
- Guide the organization in living into goals and strategies.

2. Church and Community Relations

- Personally and professionally personify GLLM's standards of leadership, spirituality, service and ethics.
- Build and maintaining positive relationships with synods, congregations as well as others in the many communities we serve.
- Develop and maintain a climate of radical hospitality for all who come in contact with GLLM, its programs, facilities or its outreach.

3. Financial Development and Fiscal Responsibility

- In partnership with the board and appropriate staff develop and implement appropriate strategies for fundraising and resource development.
- With the board and appropriate staff develop and meet an annual budget that supports the fiscal integrity of GLLM among its constituencies.
- Develop and maintain positive relationships with GLLM donors and shareholders.
- Provide leadership in securing gifts and grants in support of the GLLM Mission and Vision.
- Effectively utilize systems and resources that facilitate the operation of the organization.

4. Administration and Personnel Management

- Effective administration of all GLLM operations.
- Hire, evaluate and retain competent, qualified staff.
- Promote a cooperative and cohesive team environment with staff
- Oversight of buildings, grounds and facility assets.
- Enforce and maintain health and safety standards for staff as well as guests.
- In partnership with appropriate staff develop, manage and update programs and services offered by the organization.

AUTHORITY:

The Executive Director has the authority to implement the policies of the Board of Directors, administer the budget, and manage day to day operations including hiring and firing of staff, and execution and development of programs.

REQUIRED KNOWLEDGE, ABILITIES and SKILL:

- Personal commitment to the Christian faith and faith development, as well as familiarity and understanding of Lutheran teachings and practice.
- Inspirational leadership skills – ability to energize, motivate, and engage a broad range of types of people in support of the GLLM mission and vision.
- Envisioning skills – ability to see beyond the present, to anticipate, adapt and plan for all kind of changes in the future of the organization.
- Organizational management skills including: planning; fiscal management; fundraising and fiscal advancement; board and staff relationships.
- Communication skills – to include verbal and written skills in one-on one, small group or large gatherings.

QUALIFICATIONS and EXPERIENCE:

- Four year baccalaureate degree from an accredited college, university or seminary.
- At least five years in an organizational leadership position.
- Experience in camp/retreat based Christian Ministry preferred.
- Experience in budget development and financial management.
- Experience in raising funds including annual gifts and major gifts.
- Experience in providing oversight in hospitality, accommodations, food service and guest services.
- Experience in leadership development and programming.

ADDITIONAL REQUIREMENTS:

- Ability to travel locally and/or regionally; valid driver license required
- Physically able to handle the demands and rigors of a schedule and responsibilities that can result in long and demanding days in an outdoor environment
- Basic computer skills: word processing; spreadsheets; email; web searching; etc.

PROJECTED START DATE: January 1, 2018

SALARY: Commensurate with education and experience

APPLICATION DEADLINE: September 30, 2017

CONTACT: Mary Toufar, Board Co-Chair: maryt@waconiafaithlutheran.com
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