

Sugar Creek Bible Camp

13141 Sugar Creek Bible Camp Rd. Ferryville, WI 54628
608-734-3113 www.SugarCreekBibleCamp.org

Outreach and Development Coordinator

SUMMARY

Sugar Creek Bible Camp is a nonprofit owned and operated by over 100 area churches. We serve individuals, families, churches, schools, and the global Church by providing powerful experiences that nurture Christian faith and education, most often through residential retreat settings. This is possible thanks to wonderful relationships with supporters, program participants, communities of faith, and the presence of the Holy Spirit.

Mission statement: *“Where all generations encounter Christ, experience God’s grace, and are empowered by the Holy Spirit to go forth in faith.”*

The Outreach and Development Coordinator develops and implements Sugar Creek’s strategies for inviting people and organizational partners to lend support to, and benefit from, a diverse array of unique retreat ministries.

POSITION RESPONSIBILITIES

Mission Outreach

- Imagine, create, and oversee strategies to maximize participation in the gospel mission.
- Work closely with the Executive Director in coordinating plans for marketing, communications and public relations which resonate with long range strategic planning.
- Coordinate public relations and messaging, along with our staff team who will assist in content creation.
- Build media interest in Sugar Creek, serving as the contact person for messaging inquiries.
- Oversee the design (can be outsourced), production, and publication of media to engage people in the ministry including website, social media, mailings, and videos.

Financial Development

- Assist the Executive Director in developing relationships with individuals and expanding the network of families, churches and other supporting partners to ensure financial solvency.
- Oversee the execution of special events held for the purposes of audience development or fundraising. Currently there are two fundraising events.
- Seek relationships with volunteer groups, grantor organizations, and creative partnerships in ministry.
- Work closely with the Executive Director to set future budgets related to outreach and financial development. Steward financial resources within the established budget.

General

- Attend professional conferences, meetings, or educational opportunities when requested, paid for by Sugar Creek.
- Optional: supervise a summer intern and/or year-round intern to assist in your work.
- This position reports to the Executive Director. Performance is evaluated annually. A criminal background check will be performed bi-annually.

Outdoor ministries have flexible teams with a variety of primary responsibilities. Different seasons shift focus in our outreach. All staff must have a desire to occasionally do "whatever is needed" to benefit campers and guests, and to the glory of Jesus Christ. This may mean from time to time helping move some chairs, assisting with worship in a church, restocking a firewood bin, running a dishwasher, or even helping corral a horse. Expect (and enjoy) a touch of variety.

QUALIFICATIONS

In addition to these qualifications, it is important that as a leader of Christian ministries, the Outreach and Development Coordinator is open to the work of the Holy Spirit and has the desire and ability to share the Gospel of Jesus Christ with campers, retreat guests, and faith communities of Sugar Creek Bible Camp. Specific qualifications include:

- Commitment to Jesus Christ and personal alignment with the Mission, Vision, and Values of Sugar Creek Bible Camp
- Ability to problem-solve and adapt quickly while offering empathy and compassion to donors, coworkers, and guests
- At least 21 years old with a good driving record
- Respect for ELCA (Lutheran) theology and able to speak about your Christian faith
- Professional skills in MS Word and Excel, and familiarity with basic website editing
- Excellent organizational skills and attention to detail
- Proficiency in the English language, both written and oral
- People skills: ability to listen well and speak comfortably with a variety of demographics
- Willingness to serve at whatever needs to be done with occasional flexible hours

COMPENSATION

The position is a full-time, year-round position, including a base salary of \$26,500-\$32,500 depending on qualifications, 10+ paid vacation days plus 12 paid holidays, retirement account contributions, Gold-level health insurance benefits, office space, vehicle for business travel, laptop provided, etc., and other benefits.

TO APPLY

To apply or for more information, please submit a Letter of Interest and résumé by email to Jesse Klosterboer, Executive Director, at JPKlosterboer@gmail.com or call 608-734-3113. Position is open until filled.



Thank you for your interest in serving God through outdoor ministries!