**Executive Director**

Personal Commitments, Functions, and Responsibilities

**Sugar Creek Mission Statement:**

*“Where all generations encounter Christ, experience God’s grace,*

*and are empowered by the Holy Spirit to go forth in faith.”*

**PERSONAL COMMITMENTS**

**Faith Commitments**

Commitment to the Christian faith and faith development in others

Passion for sharing “God stories” in setting the tone for our Christian environment

Servant leadership style

Leadership ability to articulate ELCA theology and practices and live accordingly

Member of an ELCA congregation

**Collegiality/Relationships**

 Ability to surround self with capable, trustworthy people

 Elicit trust through openness and shared leadership

 Involve others in decision making

 Establish positive relationships with member congregations, donors, volunteers, staff,

 and others

**FUNCTIONS & RESPONSIBILITIES**

The Executive Director is responsible to the Board of Directors

**Vision, Mission and Strategies**

 Interpret and implement the mission statement, strategic plan and programs to

 accomplish the Camp’s mission

 Create and maintain an atmosphere of hospitality and acceptance

**Church and Community Relations**

Develop and lead the marketing and promotion of Sugar Creek Bible Camp with member

congregations and the community

Visit Pastors and congregations, preaching and/or speaking at worship

Have oneself or other appropriate staff attend the Synod Assemblies of the La Crosse Area

Synod and South Central of Wisconsin, and other Synod gatherings as appropriate

**Program Management in conjunction with the Program Director**

Oversee the design, development, execution, and evaluation of camp programs – summer

camps, retreats, special event

Provide oversight to all staff

**Site and Facilities Oversight**

Develop and implement facility maintenance, building codes, and upgrade program with the Maintenance Director

Develop a cost-effective food service program with the Food Service Director

**Fiscal Management**

Prepare an annual budget with leadership staff, in consultation with the Executive

Committee, for approval at the annual meeting

Responsible for all Sugar Creek Bible Camp financial affairs

**Financial Development**

Develop and implement a strategy/program for fundraising: annual, endowed, in-kind, etc.

Expand the foundation/endowment program and increase the foundation/endowment fund

Personally visit donors and cultivate future donors

Maintain and develop volunteer base

**Administration and Human Resource Management**

Implement all policies: personnel and risk management

Recruit, hire, train, supervise and evaluate all permanent staff and/or part-time staff

Coordinate summer staff hiring and training with the Program Director

Implement administrative processes and use of internet and social media technology

Develop activities to allow staff and self to grow in faith

**Professional and Personal Development and Continuing Education**

Opportunity to attend Lutheran Outdoor Ministry (LOM) conferences and training events

Participate in local LOM Regional conferences and events

Opportunity to attend ACA and other outdoor camping and ministry events

Report to the Board and permanent staff information gathered at such activities