



## **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