



## ***Job Description – Executive Director***

**Job Title:** Executive Director

**Reports To:** Board of Directors

**Primary Location:** Appleton, Wisconsin

### **Crossways Mission and Vision:**

Crossways Camping Ministries is focused on bringing people together in Christ so lives are changed and communities enhanced. This mission is accomplished by a commitment to providing year-round, quality, faith-empowered discovery for all.

### **Position Overview:**

Crossways is an ACA accredited, multi-site organization that has been blessed to offer outdoor ministry experiences for more than 75 years. Crossways is seeking its next Executive Director to build upon this legacy, celebrating this rich history, with a clear and creative focus on the future. Crossways' next Executive Director will be an individual with a vibrant personal faith, who can confidently minister within the context of Lutheran theology, as well as possess demonstrated leadership skills and the ability to bring the mission and vision of an organization to life. The Executive Director provides management and oversight of all Crossways Camping Ministries sites (Appleton, Waupaca, Clintonville, and Hatley, WI), including programs and operations. The executive director reports to the Board of Directors and works closely with them to strengthen and carry out the mission and vision of Crossways. This position holds accountability in areas including, but not limited to, Finance, Fundraising and Development, Communications, Human Resources, Planning and Program Development, Facility and Property Management.

### **Responsibilities:**

1. Vision and Mission
  - Share the story of Crossways Camping Ministries by communicating its mission, ministry, and goals.
  - Work to empower and inspire staff to ensure that the mission is fulfilled through programs and community outreach.
  - Work with the board of directors in creating and implementing strategic planning and visioning to ensure that Crossways can successfully fulfill its mission into the future.
2. Administration and Human Resource Management
  - Responsible for the oversight and implementation of all policies including personnel policies and risk management plans for the safeguarding of all campers and staff.
  - Responsible for providing oversight to staff for recruiting, training, supervising, and evaluating. This position directly supervises camp directors and the business and human resource manager.
  - Oversee the administration of all of Crossways' programs and operations, including:
    - Financial management and budget preparation;
    - Program development, implementation, evaluation and assessment;
    - Marketing and communications;
    - Accreditation and government regulation
3. Church and Community
  - Serve as the primary communicator for Crossways in relating to its constituent congregations, donors, guests, and community.

- Cultivate relationships to affirm the partnership between Crossways, congregations, related synods, and the community.
- Support the mission and ministry of the Evangelical Lutheran Church in America (ELCA).
- Travel throughout the service area, including limited overnight travel, is required.

#### 4. Fiscal Management and Financial Development

- Responsible for the fiscal integrity of Crossways, to include working with the Finance Committee to develop and manage the annual budget.
- Provide accurate financial reports, which reflect the current and projected financial condition of the organization.
- Responsible for fiscal management, operating within the approved budget, ensuring maximum resource utilization and maintenance of the organization in a positive financial position.
- Provide oversight to the capital campaign, its projects and the transition of new campaign donors and relationships to annual fund donors.
- Responsible for fundraising and working with the Development Committee in creating and implementing other resources necessary to support Crossways' mission.

#### 5. Board Governance

- Responsible for leading Crossways Camping Ministries in a manner that supports and guides the organization's mission as defined by the Board of Directors, in accordance with the organization's constitution and bylaws.
- Work with the Board and committees, providing all information necessary for them to function properly and make informed decisions in a timely and accurate manner.

6. Other duties and expectations may be assigned at the discretion of the Crossways' Board of Directors.

#### **Qualifications:**

- Bachelor's degree is required; master's degree is preferred.
- Demonstrated successful management experience is required, including an ability to oversee and collaborate with staff. Prior experience in a leadership role in camp administration, education, business, the church or other non-profit agency is preferred.
- Personal commitment to Christian faith, faith development, and an understanding of the Evangelical Lutheran Church in America (ELCA) and its teachings.
- Demonstrated experience in budget development and financial management is required. Experience in managing a budget of \$500,000 or more is preferred.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Strong communications skills are required. Experience in promotion and public relations is desirable.

#### **Compensation:**

This is a salaried exempt position. Salary based on experience and qualifications; includes comprehensive health insurance and retirement benefits.

#### **Application Procedure:**

To apply, email a cover letter and resume in MS Word or PDF format to Board Member Corrie Ziemer at [c\\_opp13@yahoo.com](mailto:c_opp13@yahoo.com). Your cover letter should explain your experience in any of the qualifications required for this position if they are not specifically addressed in your resume. Applicants are evaluated specifically based on how well they match the desired qualifications listed for this job.

\*Crossways Camping Ministries is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class. We celebrate God's diverse creation and are committed to an inclusive environment for all employees.