



CAMP LONE STAR
2016 Camp Lone Star Road
La Grange, TX 78945
(979) 968-1657

CHIEF EXECUTIVE OFFICER

MINISTRY DESCRIPTION

OVERVIEW

The Chief Executive Officer (CEO) is to serve Lutheran Outdoors Ministry of Texas (Camp Lone Star) by carrying out the Mission and Core Values. The CEO is responsible for overall vision & leadership, strategic planning, spiritual leadership, board development, program development, and donor development of the organization and its properties. Other duties include marketing, fundraising, community outreach, and oversight and support of the year-round staff. This full-time position is accountable to the Board of Directors through its President. This position provides for a highly motivated, Gospel-centered and mission-driven leader the opportunity to lead a thriving Jesus-focused nonprofit organization that has a culture of pursuing excellence in operations and intentionality in programming while seeking to grow into a premier outdoor ministry leader in the camping industry. Camp Lone Star has a rich history of building authentic relationships and transforming lives through adventurous Christ-centered experiences.

GENERAL RESPONSIBILITIES

- Daily pursue our Mission: **transforming lives through adventurous Christ-centered experiences by planting seeds of faith, cultivating Christian leaders, and growing the Kingdom of God**
- Daily live our Core Values: **Jesus Focused, Intentional, Pursuit of Excellence, Teamwork**
- Provide spiritual leadership for the organization that is Gospel-centered, Biblically sound and theologically consistent with the Camp Lone Star (CLS) Statement of Faith.
- Responsible for casting a bold ministry-wide vision with realistic goals and strategies to advance the mission in concert with the Board's Strategic Planning Committee
- Oversee day-to-day operations of the La Grange Campus and support the Director of Ministry Operations to oversee day-to-day operations of the Pines Campus
- Supervise, inspire, support, and lead the Ministry Leadership Team (department directors)
- Responsible for all personnel decisions and personnel policies concerning CLS employees and reporting personnel policy changes to the Board
- Responsible for all ministry financial affairs, annual audit, budget management, and fiscal recommendations in coordination with the Board's Treasurer
- Responsible for the fiscal health of CLS, including advancement objectives and marketing
- Shall be an ex-officio Member, without vote and attend all Board meetings reporting quarterly on the progress of the goals that were set by the Board of Directors.
- As a CLS Team member, willing to assist in any task that will further our Mission and live out our Core Values for the transformation of lives and growth of God's Kingdom

REQUIRED QUALIFICATIONS

- Years of relevant experience - 8 years
- Bachelor's degree; Master of Business Administration or Non-Profit Management preferred
- Dedicated Christian with a personal, growing relationship with Jesus Christ in agreement with the Camp Lone Star Statement of Faith and is willing to share their faith in Christ with others
- Demonstrates a servant's heart with integrity, joy, enthusiasm, initiative, self-control, a willingness to learn, a sense of spiritual direction, and the presence of God in his/her life
- Excellent communication (both written and verbal) skills with strong interpersonal skills with the ability to tell the story and champion our mission, vision and core values
- Proficient in casting vision, strategic planning, financial planning and fundraising
- Demonstrated team building and leadership skills
- Good physical health and stamina to perform required duties

DESIRED QUALIFICATIONS

- Is a member in good standing of The Lutheran Church-Missouri Synod either as an individual or as a member of one of its congregations
- Previous experience as a summer or year-round staff member of an outdoor ministry site
- Proficient in Microsoft Word, Excel, and PowerPoint
- Proficient in G-Suite products: Google Calendar, Google Docs, etc.
- Experience in fundraising, resource development; CFRE certification preferred
- Possess a teachable spirit, self-motivated to learn new processes
- Ability to manage multiple schedules, creatively schedule programs, facilities, and staff

ADDITIONAL INFORMATION

- While this position may office out of the La Grange Campus or Pines Campus in Tomball, it is required to work out of the business office in La Grange a minimum of 1 day a week.

YEAR ONE CRITICAL SUCCESS FACTORS

- General:
 - o Sound transition into the leadership role with immediate actions that best serve the organization's mission, vision, staff, stakeholders, finances, and operations.
 - o Professional representation of the organization in front of key donor champions, Development Council members, and our guests and campers
 - o Successful achievement of management and fiscal objectives to ensure a vibrant, healthy organization
- Projects in Progress:
 - o Last Resort Renovation
 - CLS Project Manager: Philip Graf
 - o La Grange Gate Construction
 - CLS Project Manager: Philip Graf
 - o Pines Campus Master Plan: Adventure Woods
 - CLS Project Managers: Joel Eisenbraun & Michael Griedl

SEARCH COMMITTEE CONTACT

MICHAEL DE YOUNG | Search Committee Chairman

Phone: (512) 769-8005

Email: deyoungrf@gmail.com

SPECIFIC MINISTRY DESCRIPTION BREAKDOWN

MISSION, VISION & STRATEGIC PLANNING (35%)

- Champion our mission by providing a spiritually healthy workplace culture committed to deepening the faith and spiritual disciplines of both seasonal and year-round employees
- Ensure mission, vision, and core value alignment between the La Grange and Pines campuses: *"One Ministry, Two Locations"*
- With the Board of Directors, develop and communicate a shared vision for the future of the ministry and champion our mission and core values
- Create a 1-year and 5-year Ministry Action Plan
- Coordinate and manage, along with the Ministry Leadership Team, the long-range capital improvements plan for both campuses
- Continually gain input from key stakeholders and identify ministry initiative opportunities to present to the Board of Directors in order to advance the mission of Camp Lone Star

ADMINISTRATIVE & HUMAN RESOURCES (20%)

- Make quarterly written reports to the Board of Directors and a full annual report for key stakeholders and Development Council members
- Remain abreast on all legal or governmental matters to create appropriate policies and plans for risk management and emergency response
- Sustain employee engagement, fellowship, spiritual well-being, and team unity
- Work with Director of Administration to carry out recruiting, hiring, onboarding, training, supervising, evaluating, and terminating of all year-round staff members
- Train, encourage, support, and supervise the Ministry Leadership Team members
- Lead team meetings, coordinate weekly priorities & tasks and supervise facilities, administrative, and program staff as they carry out their responsibilities
- Attend approved professional training seminars and conferences

ADVANCEMENT & MARKETING (20%)

- Responsible to champion and foster good relationships with surrounding LCMS congregations and other ministry partners
- Oversee grant applications and fundraising programs in partnership with Advancement team
- Develop authentic relationships with ministry funding sources, including individuals, churches, and foundations, as the ministry actively seeks financial support from these sources
- In coordination with the Advancement team, foster strong relationships and provide regular updates and visits with our donor champions, especially the Development Council members

FINANCIAL STEWARDSHIP (20%)

- Prepare an annual budget in consultation with the Ministry Leadership Team and Finance Committee and present it annually for Board approval
- Responsible to monitor budgetary and financial health on a regular basis
- Work with Finance Committee to develop and maintain a financial sustainability plan
- Work with Texas District Church Extension Fund, Legacy Deo, and other financial partner institutions for long-term financial investments
- Plan, organize, and execute all capital campaign efforts

PROGRAM MANAGEMENT (5%)

- Assure that the development, design, execution, and evaluation of programs is consistent with the values, mission and vision of the ministry and responsive to the needs of our LCMS partner congregations and other key stakeholders as identified through strategic planning