

Lake Beauty Covenant Bible Camp

Executive Director Role and Responsibilities

About Lake Beauty Covenant Bible Camp

Lake Beauty Bible Camp (LBBC) is one of four Christian camping ministries within the Northwest Conference of the Evangelical Covenant Church (ECC). It is owned by and serves churches within Minnesota, Wisconsin, and the Dakotas. It aligns with the ECC Affirmations.

It offers year-round programmed camps and retreats for youth, adults, and families; and is available for hosting, resourcing, and partnering with other churches and ministries interested in renting facilities, services, and/or particular recreational activities.

The Executive Director reports to the Board of Directors which in turn presents to and receives decisions from an annual meeting of delegates from owning churches. Paid year-round staff number between 12-25 and summer staff numbers range from 35-40.

Qualifications and Calling

- A clear sense of call to executive leadership of a faith-based nonprofit ministry.
- A demonstrated walk with Jesus Christ and evidence of ongoing formation into his character and likeness.
- Demonstrated mastery in the development of individuals, teams, organizations, and various components of a nonprofit ministry. See below for examples.
- A builder of relationships and the systems/processes that nurture and support them within both internal and external networks.

Responsibilities of the Role

Governance & Organizational Identity

- Collaborate with Board leadership in provision and protection of LBBC's core values, mission, chosen strategies, risk management, and discerned vision.
- Embrace and execute responsibilities of the role within the creative tension of submitting to LBBC's governing bodies (the Board and the Annual Meeting) while also developing and equipping those bodies to perform their responsibilities well.
- Model and articulate LBBC's organizational Identity Statements for and to its internal and external stakeholders.
- Participate in and contribute professionally to ECC entities and other associations of which LBBC is a member; for the greater good of each.
- Provide for the spiritual development environments of staff, volunteers, campers and guests. Ensure programmed camp & retreat content is biblically grounded and theologically sound. Ensure guest groups are served with Christ-centered hospitality.

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Strategic and Executive Leadership

- Embrace the role of “champion” for LBBC’s strategic planning and execution needs. Ensure collaboratively strategic thought and decisions precede ministry, operational, and programmatic actions. Model a stewardship approach.
- With the core leadership: form, guide, and systematically support an internally aligned team-of-teams, composed of both paid and unpaid staff.
- Also with core leadership: continually align the organization and its people with its discerned Identity Statements, strategic decisions, and emerging vision.
- Understand and ensure the principles and practices of faith-based organizational health are owned and implemented by individuals and teams.
- Collaboratively, with input from the governing bodies and staff teams, discern and clearly articulate to relevant stakeholders: priorities and pacing relative to missional purposes, seasonal rhythms, and resource generation & management.

Partnerships and Public Relations

- Own and prioritize the role of being LBBC’s primary, externally-facing representative. Delegate related roles and responsibilities accordingly.
- Ensure the nurturing of LBBC’s relationships with its owner-churches, donors, volunteer networks, regional and national ECC leaders, and guest groups.
- Ensure LBBC’s messaging, branding, marketing, and retention efforts are congruent with its Identity Statements, consistently executed, appropriately measured, and sufficiently resourced and refined.

Resource Development and Management

- Define and intentionally leverage metrics appropriate to missional and strategic decisions and pursuits.
- Implement and support a comprehensive donor-development infrastructure.
- Oversee and maintain a comprehensive financial management process, from collaboratively developed budgets through regular tracking and reporting of operational and capital revenue and expenses; appropriately informing governing bodies according to their purposes and priorities.
- Ensure department heads are sufficiently trained in and regularly accountable to LBBC’s financial management policies, protocols, and practices.
- Ensure LBBC is in compliance with all relevant laws, regulations, contractual agreements, and risk-management best practices.

