



Position Specification

Executive Director

Camp Lutherwood Oregon creates intentional experiences for people to access the outdoors for restoration, play, and growth.

September 2024



CONFIDENTIAL POSITION SPECIFICATION

Position	Executive Director
Organization	Camp Lutherwood Oregon
Location	Eugene, OR
Reporting Relationship	Board of Directors
Website	www.lutherwoodoregon.org

OPPORTUNITY

Located on 86 acres, just 30 minutes from Eugene, Camp Lutherwood Oregon (CLWO) is in the foothills of the Coast Range. After the successful completion of a new dining hall, and new bathhouse, the organization is now nearing completion of a fundraising effort that will build a new high comfort retreat center on the property. Additionally, CLWO has recently acquired the neighboring property renovating the home located on that property and has greatly expanded its outdoor school in partnership with local school districts.

Now upon the retirement of their executive director Camp Lutherwood Oregon is seeking its next executive director to lead the organization into the future.



ORGANIZATION BACKGROUND

Since 1959, Camp Lutherwood Oregon has served Lutheran Congregations, schools, and community groups by offering a place to gather, build community, make friends, learn about nature, and discover.

Welcoming people and sharing about God's unending love for God's creation and everyone in it are primary values and guiding principles of the Camp. Worship is at the core of what the Camp offers during the programs that it provides.

Different groups, organizations, and schools use the Camp's facilities throughout the year. All are welcome for play, discovery, quiet, learning, friends, and coming to a greater understanding of who they are in the world around them.

The Camp takes seriously the call to develop leaders, especially in young adults. We serve people of all ages, while also promoting peer-to-peer learning and offering opportunities for college-age people to teach and lead younger people.

The Camp welcomes all, regardless of faith, skin color, gender or sexual orientation, age, or socioeconomic status. We promote love of neighbor, love of nature, love of self, and openly serve others who honor those same values while in community at Lutherwood.

POSITION SUMMARY

The Executive Director is responsible for providing strategic leadership for the Camp by working with the Board of Directors and the Executive Team to establish long-range goals, strategies, plans and policies.

The position oversees all organizational activities and ensures that these are carried out in a manner consistent with the Camp's mission, policies, and programs, as adopted by the Board of Directors.

The Executive Director is the organization's lead spokesperson and most visible representative to direct the Camp's policies and secure financial support for the organization.

The Executive Director reports to the Board of Directors and directly supervises the Camp's Leadership Team, which includes Financial & Administrative Lead, Director of Development, Director of Programs and the Facilities Manager/Lead.

This position is based in Cheshire, Oregon and requires both extensive time at Camp and travel related to Camp business.



KEY RESPONSIBILITIES

Organizational Leadership

- Provides leadership to ensure that the mission and core values of the Camp are put into practice, including assurance to ACA Standards.
- Collaborates with the Leadership Team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to accommodate the growth objectives of the organization.
- Fosters a success-oriented, accountable environment within the Camp's organization.
- Maintains constructive relationships with partner and colleague organizations in Oregon, SW Washington and nationally; local and regional elected officials; key constituency groups; and local, state, and federal governmental agencies.

Donor Development

- As requested by the Director of Development, participate in major donor prospect meetings and asks.
- Partners with the Director of Development in developing strategies for ongoing cultivation of major donors.
- Assists the Director of Development in raising unrestricted funds to enable the Camp to meet fundraising goals.
- Participate in representing the organization with all donor levels; e.g., individual funders, foundations, charitable organizations, etc.

Supervision

- Motivates and leads a high-performance leadership team.
- Carries out supervisory responsibilities in accordance with the Camp's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Oversees all financial planning, review, development, and budgeting. Supervises Finance team members to carry out day to day, year to date, and year-end final management.

Board Relations

- Serves as principal liaison with the Board of Directors regarding organizational and programmatic development and progress.
- Reports on a regular basis to the Board Chair regarding the state of the organization.



LEADERSHIP ATTRIBUTES DESIRED

The ideal candidate will be able to:

- Lead decision making – This position has significant decision-making authority and consequences of errors can have significant detrimental effects on the Camp and its staff.
- Manage the Camp in a positive and straightforward manner – understanding and attending to the intricate relationships involving staff, Board members, donors, etc.
- Represent the camp to the public - the executive director is the lead spokesperson and represents the organization at events, meetings, and with key constituents throughout the network demonstrating excellent communication skills.
- Lead fundraising – the executive director is the lead fundraiser for this organization and needs the ability to develop long standing, trusting relationships with donors.
- Lead faithfully – A personal faith and an understanding of the Lutheran tradition and beyond.
- Experience in leading multi-stakeholder, collaborative processes producing tangible outcomes.
- Demonstrate experience in directing strategic planning or other organizational development activities involving both staff and board of a non-profit organization.
- Inspire and motivate others to perform well.
- Demonstrated management skills that include planning, decision-making, facilitating and process improvement.
- Supervise staff, providing regular performance feedback; and developing subordinates' skills and encouraging growth.
- Make timely decisions, exhibiting sound and accurate judgment.
- Lead Diversity, Equity and Inclusion initiatives.
- Travel in the region to meet with constituents, donors, and funders.
- Confidentiality and discretion are key attributes for this position.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- 10 years or more work experience at a senior-level position within a non-profit organization that included responsibilities for program planning and budgeting, program development and evaluation, consultant management, and personnel

EDUCATION

- Bachelor's degree required; master's degree preferred.



COMPENSATION AND BENEFITS

ACF will negotiate a generous compensation and benefits package including:

- Salary \$80,000-90,000
- Employer paid Health Insurance for employee and 30% toward family
- Employer Match Retirement Contribution 3%
- Mileage Stipend
- Cell Phone Stipend
- Paid Holidays - Ten
- Sick Leave - accrued at .0333/hour
- Vacation – Up to Four Weeks
- Eligible for sabbatical after 7 years of service

Application

On behalf of ACF this search is being led by the consulting firm, GSB Fundraising. To apply applicants may send resumes and supporting documentation for consideration to gsbsearchservices@gmail.com.

GSB CONTACT

Evan Moilan

Partner – GSB Fundraising

Telephone: (979) 702-0406

Email: Moilan@gsbfr.com

Camp Lutherwood Oregon is committed to an Executive Director selection process that embraces diversity and inclusion. It is the policy of the Camp that all applicants and employees are entitled to equal employment opportunity regardless of race, color, religion or creed, gender (includes pregnancy or related medical conditions), gender identity, national origin, age, disability, veteran status or other protected characteristics as required by local, state and federal law. In compliance with the provisions of all applicable state and federal civil rights laws, employment decisions will be made to employ the most qualified individuals without regard to the above factors. The Camp is committed to providing a work environment that is free of discrimination. The Camp does not, and will not permit any of its employees to engage in discriminatory practices involving individuals that they come in contact with as representatives of this Organization, or their co-workers.

Camp Lutherwood Oregon complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If



reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Lutherwood Board chair or current designated person.