



Position Description: Executive Director

Start Date: 09-15-25

Mission Statement: Red Willow Ministries is a community for all people to hear God's call to live in relationship with God and one another.

Position Summary: Red Willow Ministries shall be directed by an individual with a vibrant, personal faith in Jesus Christ, who is confident and responsible in providing leadership to carry out the vision and mission of the organization. The Executive Director is directly responsible to the Board of Directors with regular communication, reporting, and support systems within committees to maintain transparency. The Executive Director is responsible for hiring, supervising, and evaluating all staff.

KEY RESPONSIBILITIES

A. PROGRAM

1. Manage and evaluate year round programs with staffing patterns.
2. Develop camp and retreat programs following our mission of inclusion.
3. Oversee written and social publications with continual updates of Social and Digital Media.
4. Plan and host program retreats, workshops, and events using camp facilities and resources.
5. Review and update hospitality policies and practices as needed.
6. Supervise food services and hospitality staff.
7. Develop cost-effective food service program with Food Service Director.

B. PERSONNEL

1. Recruit, interview, train, supervise, and evaluate year-round staff.
2. Assist Program Director in recruitment, training, and evaluation of seasonal staff.
3. Maintain personnel policies, job descriptions, employee benefits, and procedures for all staff.
4. Determine volunteer responsibilities, policies, and assignments.
5. Recruit other resource persons for programs and operations (speakers, consultants, service professionals, etc.)
6. Develop, communicate, and maintain grievance procedures and policy systems.

C. DEVELOPMENT

1. Cultivate relationships and ask for gifts from individuals, congregations, businesses, and etc.
2. Develop and lead the marketing and promotion of RWM with member congregations.
3. Research and apply for applicable grants.
4. Produce fundraising and marketing materials through digital media and correspondence.
5. Plan and provide fund-raising and recognition events (GHD, Quilt Auction, Friends of RW, etc.)
6. Plan and help execute 100th anniversary event for 2026.

D. FINANCIAL MANAGEMENT

1. Determine and monitor financial expenditures.
2. Monitor donations, revenues, and other income.

3. Communicate regularly with Office Manager and Board Treasurer.
4. Advise in annual budget and endowment investment plans.

E. PROPERTY

1. Supervise site director and provide facilities oversight.
2. Anticipate and address short and long term facility and property needs.
3. Ensure maintenance and protect assets according to ACA guidelines.
4. Assist with camp maintenance.
5. Monitor camp and camp property for safety and security.
6. Collaborate with contractors for special projects.

F. PUBLIC RELATIONS

1. Represent and promote RWM throughout the synod, region, and nation.
2. Visit congregations, councils, and clergy.
3. Consider speaking opportunities for special events and congregations.
4. Visit area university and colleges to recruit staff.
5. Represent and promote RWM at annual EaND Synod Assembly
6. Represent and promote RWM in Region 3 meeting of Lutheran Outdoor Ministries

G. Board and Administrative Operations

1. Assist Board of Directors to develop a strategic plan for Red Willow Ministries.
2. Coordinate with Board Chair to schedule board meetings, plan agenda, provide Executive Director report, and facilitate meeting.
3. Address all applicable laws, ordinances, and regulations to ensure that camp is in compliance.
4. Work with Board of Directors to define risks, develop crisis management and emergency plans.
5. Annual performance review with Executive Board.

H. PROFESSIONAL STANDARDS AND PERSONAL DEVELOPMENT

1. Promote and reestablish ACA accreditation
2. Opportunity to attend Lutheran Outdoor Ministries and ACA events
3. Opportunity to participate in EaND Synod and ELCA events

I. WORKING CONDITIONS/PHYSICAL REQUIREMENTS

1. Working conditions vary from off season September-April regular daytime hours to summer camp season of unpredictable hours based on need May-August.
2. May include working indoors and outdoors in all seasons and weather conditions.
3. May be required to stand for extended periods, lift heavy objects, and do repetitive tasks.

Compensation: This is a full-time exempt status position. Starting salary \$45,000 - \$55,000 and includes compensation package of housing; health, disability, and life insurance; retirement benefits; vacation; sick leave; and access to camp vehicles all which will be negotiated at time of hire.

Contact: Todd Edland, Board Chair, 701-789-1777.