

Job Description

Executive Director for Briarwood Lutheran Ministries

Updated: November 2011

Position Summary: The Executive Director is hired/called by the Board of Directors to whom he/she reports and is called by the Board of Directors to serve the mission of Briarwood Lutheran Ministries, including Briarwood Retreat Center and the new DiscipleLife Center for Mission at Briarwood. The Executive Director has full authority to carry out the mission of the ministry within the guidelines established by the Board of Directors.

Principal Duties and Responsibilities:

1. Work with the Board of Directors to establish and carry out the mission of the ministry on and off site, and annually review the purpose statement and guiding principles to promote Briarwood Lutheran Ministries to the Northern Texas-Northern Louisiana (NT-NL) Mission Area.
2. Fund raising and donor development is a top priority. Meeting with individuals and congregations to tell the Briarwood story and to invite donations is a major focus of this position.
3. Work with the Board of Directors to establish and implement annual and long-range plans, including the development of camping and retreat ministry at Briarwood, the development of the DiscipleLife Center for Mission at Briarwood in cooperation with the NT-NL Mission staff; and the usage of the site for outside groups when church groups are not using the facility.
4. Maintain accreditation through national, state, local and professional organizations.
5. Represent the ministry of Briarwood, and establish and maintain good working relationships with clergy, congregations in the NT-NL Mission Area, and others who frequently use the site.
6. With the staff and Finance and Audit Committee, develop the annual budget; and manage financial resources throughout the year.
7. Evaluate senior director positions.
8. Manage staff working relationships, promoting cohesiveness. Hire, train, and supervise year-round staff as needed.
9. Lead regular staff meetings and periodic staff planning retreats.
10. Attend, establish, and maintain a presence at major Mission Area events.
11. With the staff, manage natural resources and ministry facilities.
12. Willingness to participate with other staff in providing other services as necessary.

Other Duties and Responsibilities:

1. Provide written and verbal reports at scheduled meetings of the Board of Directors as needed; and write an annual report to be submitted to the Mission Area for the Annual Mission Assembly.
2. Represent the ministry in the Argyle and Copper Canyon communities as well as the Denton county Area, including local Chambers of Commerce.
3. Oversee regular quality communications through print, electronic, and other media, including website.

4. Cultivate and work with volunteers and friends of Briarwood.
5. With the Board of Directors, oversee work of all established committees, and create new committees and task force groups as needed.

Knowledge, Skills, and Abilities Required:

1. **Knowledge:**
 - a. A Bachelors Degree is required.
 - b. Possesses management experience in outdoor ministry or equivalent business or non-profit experience.
2. **Skills and Abilities:**
 - a. Experience in leading non-profit and/or religious organizations.
 - b. Proficiency and experience in fund raising, grant writing, and capital campaign.
 - c. Demonstrated ability to lead a staff
 - d. Work effectively with a variety of people in a diversity of settings.
 - e. Proficiency in setting and carrying out short and long-term goals and plans, especially in the area of fund-raising.
 - f. Self-motivated and able to take initiative in resolving problems.
 - g. Work with people and make decisions helping them to evaluate their willingness to implement fiscal control and budgeting.
 - h. Pro-actively coordinate multiple work tasks and deadlines.
 - i. Willingness to travel as needed to represent the ministry in congregations and various Mission Area and national events related to outdoor ministries.

As Briarwood is a Christian Retreat and Outdoor Ministry of the Evangelical Lutheran Church in America, being an active and regularly attending member of a Christian congregation is desired.

Reports to: Board of Directors

Evaluation: The Executive Committee of the Board of Directors shall annually evaluate the Executive Director based upon previously agreed upon and measurable goals.

Send Applications by January 31, 2012:

Pr. Kyle Rouze
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