



# Mt. Cross Ministries

Lutheran Outdoor Ministries of Northern California  
7795 Highway 9, Ben Lomond, CA 95005  
[www.mtcross.org](http://www.mtcross.org)

**TITLE:** Executive Director

**REPORTS TO:** Board of Directors

**POSITION SUMMARY:** The Executive Director provides management, and oversight of all Mt. Cross Ministries operations and programs. As the sole Lutheran Outdoor Ministry in Northern California and Nevada, this leadership is intended to strengthen all congregations and ministry partners in this territory. As the chief administrative officer, the Executive Director is responsible for carrying out the vision and mission of the organization. The Executive Director plans, executes, supervises, and shepherds the programs, operations, facilities, fundraising, marketing, staffing and financial resources of Mt. Cross Ministries.

**MISSION:** Providing Profound Experiences in God's Creation

**EDUCATION AND EXPERIENCE REQUIRED:** Bachelor's degree required. Advanced degree in a related field (e.g. MDiv, Masters of Recreation Management, etc.) preferred. 5 years of progressively responsible experience in ministry or related with a minimum of three years in outdoor ministry preferred.

## **QUALIFICATIONS:**

- Personally committed to the Lutheran faith with a strong familiarity and engagement with the structures and entities of the church and how they relate to one another.
- Strong administrative skills including budget development and financial management, with a preference for direct experience with budgets of \$250,000 or more.
- Experience and comfort in fundraising and capital campaigns including soliciting gifts.
- Lead with a vision for new and creative ideas to advance the mission of Mt. Cross Ministries.
- Experience with recruiting, hiring, and managing staff.
- Communication and marketing skills in all mediums including written, verbal (including public speaking), and social media. Including the ability to listen and engage in healthy conflict resolution.
- A love for children/youth and experience with various generations and diverse communities.
- Experience in camp and retreat center management, administration, and programming including all aspects of hospitality (e.g. accommodations, food service, etc.).
- Enthusiastic and self motivated with a record of productivity and strategic thinking and planning.
- The ability to travel and perform ministry responsibilities on Mt. Cross's uneven terrain.

## **RESPONSIBILITIES:**

- Uphold and advance the mission and vision of Mt. Cross Ministries as a foundational ministry in the Lutheran faith ecosystem of Northern California and Northern Nevada. The Executive Director will embody that role in regular and frequent attendance at ministry gatherings and meetings.
- Nurture a culture of Christian hospitality, respect, and graciousness toward all.
- Foster a commitment throughout the ministry and be a leading voice in the faith ecosystem for care of creation through advocacy, education, programming, and management of facilities and site.
- Develop, plan, oversee, and execute all programs and activities of the ministry in collaboration with staff including summer camp (onsite, day camps, and offsite programs), retreats, and rental programs with a

creative eye towards use of the main site as well as partner ministry sites (e.g. congregations, etc.) and other venues. These programs should be pursued with an understanding that Mt Cross Ministries is the only territory-wide ministry of its kind in the region.

- Responsible for the fiscal integrity of Mt. Cross Ministries. Oversee the development and management of the annual budget in consultation with the Board of Directors, modeling transparency and best financial practices.
- Responsible for hiring, managing, training and reviewing year round and seasonal staff, building a team environment and nurturing both faith and professional competency.
- Expand and deepen the community of Mt. Cross Ministries with existing and new stakeholders and through engagement of other individuals, congregations, and ministries in the wider church and the local and regional community including through recruitment and engagement of volunteers.
- Oversee the maintenance, renovation, construction (when applicable) of facilities, trails, and grounds. Provide leadership in short and long-term planning for the property and facilities.
- Create and oversee regular fundraising events and activities as well as capital fund appeals including the expansion and engagement of donors, stakeholders, congregations, and other ministry partners.
- Develop and oversee the regular implementation of communication and marketing plans that include, print, electronic media/website, and a frequent engagement of social media. This effort will include regular personal engagement and presence in various ministry contexts and events across the territory (e.g. Conference & synodical gatherings, Sunday mornings in congregations, etc.).
- Ensure that all appropriate operations and emergency procedures are current with governmental regulations and the American Camping Association accreditation standards.
- Oversight of all hospitality elements (e.g. accommodations, food service, etc.).
- Maintain active membership and attend national and regional conferences of Lutheran Outdoor Ministries and the American Camping Association.
- Attend Synodical & District gatherings and be a regular collegial participant in local conference meetings.
- Foster a healthy relationship and work effectively with the Board of Directors, attend all meetings, and facilitate their financial oversight responsibility with accurate and timely financial reporting.
- Ensure compliance with all policies of the Board of Directors
- Participate in an annual self-review with the Board of Directors.

**COMPENSATION:** Salary beginning at \$60,000. adjusted based on experience, education, and roster status. Full Portico benefits, generous vacation, and housing provided.

**ABOUT MT CROSS MINISTRIES:** Situated in California's Coastal Redwoods 15 minutes from the Santa Cruz Boardwalk and just south of San Francisco, Mt. Cross is a year-round facility offering summer camp, retreats, events, congregational day camps, adventure course activities, with ambitions to expand on AND off site offerings. Mt. Cross aspires to develop a physical, social, intellectual, and spiritual environment which deepens the understanding of one's relation to God, self, others, and creation. Mt. Cross is the only Lutheran Outdoor Ministry in Northern California and Northern Nevada and seeks to be a core partner in the faith ecosystem of this territory driving new life and energy throughout. Mt. Cross is affiliated with the Sierra Pacific Synod of the ELCA and the California-Nevada-Hawaii District of the LCMS and accredited by the American Camping Association. It is a member of Lutheran Outdoor Ministries, an association of ELCA camps across the country. Mt. Cross operates consistent with the theology and culture of the ELCA.

**PLEASE SEND RESUME AND COVER LETTERS TO:**

Mary Hanna-Weir, Board Chair & Pr Matt Smuts, Board VP at [edsearch@mtcross.org](mailto:edsearch@mtcross.org)