

Executive Director, Caroline Furnace Lutheran Camp and Retreat Center

Caroline Furnace Lutheran Camp and Retreat Center, an outdoor ministry serving the Virginia, Metro DC, and West Virginia/Western Maryland Synods of the Evangelical Lutheran Church in American (ELCA), is currently seeking an Executive Director. The board of directors will be accepting applications through August 15, 2017.

Caroline Furnace is located on 257 acres in the Fort Valley area of Shenandoah County, VA. In addition to the main camp and retreat facility in Fort Valley, Caroline Furnace operates an adult-only retreat center in Strasburg, VA.

The camp operates year-round, with a summer camp program from June through August and retreat rentals by congregations, councils, schools, recreational/sports clubs, girl and boy scouts, and many other groups throughout the year.

It is the mission of Caroline Furnace "to provide unforgettable faith, education, and renewal experiences in God's creation for all God's people." A successful Executive Director will have a commitment to service and bring a strong understanding of Lutheran theology in the development of camp programming and retreat curricula.

The ideal candidate will successfully operate the existing camp programs, while developing additional offerings that reach out to God's people. The ability to network with Caroline Furnace's local community and congregations within the three synods is important.

Salary and total compensation are commensurate with the [Virginia Synod guidelines](#). A residence is provided for the use of the Executive Director.

Interested candidates should submit a resume or Rostered Leader Profile to boardsecretary@carolinefurnace.org

Leadership and Administration

- Leads board and staff to discover the most effective ministry that we can offer in the context of our resources
- Identifies, recruits, manages, and develops effective paid and volunteer staff
- Provides mentorship to summer staff, particularly in regards to spiritual growth and leadership
- Responsible for creating and maintaining a safe physical and emotional environment for staff, campers, and all guests
- Responsible for oversight of and hands-on maintenance of camp facility
- Exhibits human resources knowledge
- Identifies, recruits, and collaborates with volunteers
 - o Able to develop relationships with geographically dispersed volunteer base
 - o Able to match volunteers with jobs at/for camp
- Emphasizes hospitality in all aspects of the guest experience at camp
- Guides responsible management of finances

- Sustains and creates/implements effective policies for management of camp and camp programs
- Brings experience working with a geographically diverse board of directors, including the ability to create detailed reports and communicate management-level information on a periodic basis between board meetings
- Has experience managing an organization with an extensive physical facility
- Multi-tasks, prioritizes, and operates in an organized manner
- Exhibits effective communication skills (written and verbal)
- Experienced in using Microsoft, QuickBooks, and Camp Brain (or other equivalent) software

Program Development

- Identifies, develops, and leads programs within the ministry of the camp
- Experienced in program development and implementation
- Able to take responsibility for all aspects of program development:
 - o Curriculum
 - o Scheduling
 - o Marketing and Communications
 - o On-site management and logistics
 - o Follow-up and continuous improvement
- Outdoor education experience
- Demonstrated focus on faith formation for all ages
- Comfortable managing camp's social media presence
- Helps Caroline Furnace re-attain and keep appropriate accreditation

Theology

Holds an understanding of Lutheran theology, in particular our understanding of grace and the ability to incorporate this in all areas of camp leadership.

- Experience teaching the Word of God in different situations, particularly outside a parish setting.
- Leadership experience with ELCA (or other affiliation) youth

Stewardship and Resource Development

- Practices personal stewardship
 - o Tithes
 - o Donates time appropriately
 - o Personal physical health
 - o Creation care including environmental impact
- Leads stewardship for the camp
 - o Teaches the biblical basis of stewardship
 - o Able to lead successful semi-annual giving campaigns
 - o Able to identify and develop potential large donor