



Position Specification

Executive Director

Our Mission: To experience Christ's grace through meaningful relationships, shared adventures and purposeful service.

February 2025



CONFIDENTIAL POSITION SPECIFICATION

Position	Executive Director
Organization	Flathead Lutheran Bible Camp
Location	Lakeside, MT
Reporting Relationship	Board of Directors
Website	www.flbc.net

OPPORTUNITY

Flathead Lutheran Bible Camp (FLBC) is a year-round ministry owned and operated by 55 ELCA congregations in central and western Montana. FLBC offers life-changing faith experiences in an outdoor setting, welcoming individuals of all ages for retreat, renewal, and adventure. The next Executive Director will lead FLBC into the future, focusing on financial development, strategic leadership, and program excellence while ensuring that the camp remains a welcoming and spiritually enriching place for all.



ORGANIZATION BACKGROUND

Since its founding, FLBC has provided a place for people to grow in faith, build community, and experience the beauty of God's creation. The camp is committed to creating a welcoming environment that embraces Jesus' love, nurtures faith development, and prepares individuals for Christian service. The ministry thrives on its strong partnerships with churches, donors, and local communities, ensuring sustainability and impact.

POSITION SUMMARY

The Executive Director serves as the chief executive officer of FLBC, responsible for overall strategic leadership, financial development, program oversight, and operational management. The Executive Director will ensure that FLBC's mission and values are lived out through its programs, facilities, and relationships. The position reports to the Board of Directors and supervises the leadership team, including program, development, and operations staff.

KEY RESPONSIBILITIES

Organizational Leadership

- Provide visionary leadership in alignment with Lutheran theology and FLBC's mission.
- Cultivate a welcoming atmosphere of hospitality, faith formation, and community.
- Oversee the development and implementation of strategic plans and policies.
- Ensure risk management and compliance with all legal and safety regulations.
- Represent FLBC in the broader church, community, and outdoor ministry network.

Financial Development & Fundraising

- Lead and implement comprehensive fundraising strategies, including annual giving, planned gifts, and endowments.
- Develop relationships with donors, visiting supporters across Montana and beyond.
- Work with the Board and staff to expand and steward FLBC's endowment.

Program Oversight

- Ensure the development and execution of high-quality faith-based programs.
- Promote environmental and ecological stewardship within camp programs.
- Oversee the recruitment, training, and support of program staff.

Administration & Human Resources

- Serve as the chief administrator, overseeing all policies, staffing, and risk management plans.



- Recruit, hire, train, supervise, and evaluate permanent staff.
- Foster a positive, success-oriented workplace culture that reflects FLBC's mission.

Fiscal Management

- Develop and oversee the annual budget in collaboration with the Board and Finance Committee.
- Ensure financial sustainability through responsible stewardship and revenue generation.
- Supervise financial operations, ensuring transparency and accountability.

Site & Facilities Oversight

- Oversee the maintenance and enhancement of FLBC's facilities and equipment.
- Ensure the quality and sustainability of food service and hospitality operations.

Board Relations

- Serve as the primary liaison to the Board of Directors.
- Provide regular reports and updates on financial, operational, and strategic matters.
- Assist in Board development, governance, and training efforts.

Church & Community Relations

- Act as the primary ambassador of FLBC to congregations, donors, and the public.
- Preach, speak, and represent FLBC at synod assemblies, church events, and other gatherings.
- Strengthen relationships with ELCA churches, pastors, and other key stakeholders.

Professional Development

- Participate in Lutheran Outdoor Ministries (LOM) conferences and training events.
- Engage in continuing education opportunities relevant to faith-based nonprofit leadership.

LEADERSHIP ATTRIBUTES DESIRED

The ideal candidate will demonstrate the ability to:

- Lead with a faith-centered vision and commitment to Lutheran theology.
- Inspire and motivate staff, volunteers, and donors.
- Develop and execute strategic fundraising initiatives.
- Foster a welcoming, inclusive, and mission-driven environment.
- Manage complex operations, including financial planning and personnel oversight.
- Represent FLBC with professionalism, authenticity, and passion for outdoor ministry.



PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- Personal commitment to the Christian faith and Lutheran theology.
- Bachelor's degree required; master's degree preferred.
- Minimum of 5 years of senior leadership experience in a nonprofit, camp, or faith-based organization.
- Proven experience in fundraising, including major gifts, capital campaigns, and endowments.
- Strong personnel management skills, including hiring, training, and supervision.
- Effective communication and public speaking skills.
- Experience managing budgets of \$250,000 or more.
- Knowledge of marketing, public relations, and community engagement strategies.
- Ability to travel extensively within Montana and nationally as needed.
- Must reside in the Flathead Valley and be an active member of an ELCA congregation.

EDUCATION

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

COMPENSATION AND BENEFITS

- Salary range: Competitive and commensurate with experience.
- Employer-paid health insurance for the employee and partial coverage for dependents.
- Retirement contribution matching.
- Paid time off, including vacation, sick leave, and holidays.
- Professional development support.
- Housing may be provided or subsidized as part of the compensation package.

Application

On behalf of FLBC 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

Jennie Wolf Smith

Partner – GSB Fundraising

Telephone: (712) 360-0162

Email: Jennie@gsbfr.com

Evan Moilan

Partner – GSB Fundraising

Telephone: (979) 702-0406

Email: Moilan@gsbfr.com

Flathead Lutheran Bible Camp is committed to a selection process that welcomes all. All applicants are entitled to equal employment opportunity regardless of race, color, religion, gender identity, age, disability, or other protected characteristics. Reasonable accommodations will be made for applicants with disabilities as needed.