

**Executive Director of Calumet Lutheran Ministries**  
**West Ossipee, NH 03890-0236**  
www.calumet.org

Calumet Lutheran Ministries (Calumet) seeks an Executive Director. Calumet is an all-season ministry for all people in all seasons of their lives, serving the 200 congregations and missions of the ELCA New England Synod across the six New England states. CLM has an annual budget of 2.5 million dollars, a full-time staff of 20, and a summer staff of 250.

**Responsibilities** include board development, staff and financial management, fundraising, public relations/communications, and programming.

- Interpret and implement the mission, strategic plan and programs.
- Promote and expand programming.
- Oversee all financial development activities; manage overall financial operations
- Oversee the general administration, maintenance, and development of properties.
- Supervise and evaluate all senior level administrative personnel.

**Qualifications:**

- Personal commitment to Christian faith and faith development required. Theology consistent with the Lutheran tradition.
- At least ten years progressively responsible experience in camping, education, the church, or other nonprofit organization, or relevant business experience required. Preference for those with experience in comparable role.
- Minimum of a Bachelor's degree preferred, but relevant experience may substitute.
- Demonstrated experience in raising private funds, including annual funds and major gifts required. Experience in capital campaigns desirable.
- Strong written and oral communication skills required. Must be able to represent CLM before diverse audiences. Experience in promotion and public relations desirable.
- Demonstrated experience in budget development and financial management required. Evidence of experience in managing an annual budget of \$1M or more preferred.
- Demonstrated experience in managing personnel required.

**Compensation:** Salary and benefits based on qualifications and experience.

**Application Deadline:** September 17, 2010

**Email cover letter and resume to:** Calumet Lutheran Ministries  
CLMexd@aol.com