Position Title: Executive Director
Classification: Full-time (9 or 10 months per year); non-exempt

Position Summary: Working closely and collaboratively with the Board of Directors, student interns, leaders, and other stakeholders, the Executive Director supports, motivates, and inspires students to deepen faith, engage minds, and serve neighbors. This position not only provides pastoral support, spiritual care, and faith formation to students but engages in development work with alumni, donors, and area congregations.

Mission: Responding to God’s call, Lutheran Campus Ministry (LCM) creates an affirming community that provides students with opportunities to deepen faith, engage minds, and serve neighbors.

Vision: Accompanying students with hope, empowering leaders to serve, and transforming hearts in love.

Responsibilities:
Student Ministry Leadership
- Create a culture of inclusive hospitality, humble dependence on God, and bold expectation of God’s intention to welcome all students and faculty into the LCM building and provide a safe “home away from home” where they can explore questions of faith, find respite, and grow in their vocation.
- Model LCM’s vision and values, including a commitment to engage students of every sexual orientation, gender identity, and background.
- Lead students through Scripture, prayer, teaching, and discipleship experiences, so that they articulate and align their ministry activities around LCM’s vision.
- Set annual goals through prayer, research, and reflection with student leaders and the Board.
- Build student leadership teams who trust and partner well with the Executive Director, and who demonstrate spiritual vitality, relational health, and mission alignment.
- Create and expand ways for students to encounter and follow Christ.
- Provide pastoral care for students, and encourage them in their spiritual life, growing in Lutheran values, and developing ministry skills that can be used at LCM, on campus, and in their lives and vocations.

Partnership and Collaboration
- Partner with and respond positively to the direction of the Board.
- Reach out to area congregations with opportunities for the Executive Director and students to share about the ministry.
- Invite local congregations and members to volunteer at LCM.
- Partner effectively with local synod pastors to join and serve in worship.
• Work with LCM administrative staff to organize volunteer opportunities at LCM.
• Cultivate the covenant relationships between LCM and Luther Memorial Church and Bethel Lutheran Church.
• Serve on the Synod Campus Ministry Oversight Committee.
• Partner effectively with other UW-Madison campus ministries, including the University Religious Workers.
• Partner effectively with other UW-Madison schools and departments, including the Dean of Students office and University Mental Health Services.
• Partner effectively with other campus ministries of the Evangelical Lutheran Church in America (ELCA).
• Partner with local Lutheran camping ministries to provide opportunities for campers to experience LCM and for LCM students to discover opportunities for summer work. Use local Lutheran camps for ministry retreats and conferences wherever possible.

**Development and Fundraising**
• Lead efforts to cultivate donations from churches, individual donors, donor estates, and foundation grants to ensure good financial standing for LCM.
• Serve as an ex officio member of the Board’s Development Committee.
• Communicate regularly with ministry partners.
• Focus specifically on the top 20% of church donors and individual donors.
• Investigate and implement novel income strategies that help support the ministry for the long term.
• Develop on-going, long-lasting partnership with alumni and volunteers.
• Comply with standard fundraising policies as practiced by the ELCA.
• Identify and invest in advocates who will build networks of volunteers and donors on LCM’s behalf.

**Head of Staff**
• Hire and supervise all staff.
• Provide support to administrative staff in overseeing student workers.
• Work with the administrative staff to make sure all budgets and fiscal policies are adhered to.
• Be a good and responsive tenant to Luther Memorial Church, which serves as landlord for the building. Partner effectively to make sure all building issues are handled in a timely way.
• Provide annual performance reviews to all staff.
• Submit to annual review by Board, and work to keep all work aligned within the position description.
• Regularly attend continuing education opportunities, and accomplish all other assigned tasks as appropriate.

**Spiritual Growth**
• Pursue a vibrant relationship with God through engagement with Scripture, prayer, and worship.
• Develop good self-leadership (growing in self-awareness, self-management, relational integrity, and resiliency).
• Fully embrace and affirm the values and theology of the ELCA, and seek to live them out in life and ministry.

Requirements:
Affirm the ELCA’s theological convictions and values
• Bachelor’s degree required; master’s degree preferred
• Strong interpersonal skills (including ability to minister to diverse communities)
• Excellent verbal and written communication skills
• Experience in non-profit or church fundraising
• Maintain healthy and appropriate boundaries
• Demonstrated problem solving skills
• Familiarity with social media, emerging technology, word processing, presentation, email, and spreadsheet software
• Ability to travel off-campus for donor or alumni visits

Compensation:
Salary commensurate with experience.
Benefits: We offer an employee benefits package, which includes the following:
• 403(b) Retirement Savings Plan
• Health and Dental insurance
• Regular sabbaticals
• Flexible work schedule
• Health savings account
• Life insurance
• Paid time off
• Parental leave
• Professional development assistance

To apply:
Please email a resume and cover letter (this can be addressed to Board President Helen Troutman) to info@lcmmadison.org. The position will be open until filled.