



Director of Operations
Luther Crest Bible Camp
Alexandria, Minnesota

Reports to: Executive Director

Position Summary

The Director of Operations serves as a key member of Luther Crest's leadership team and oversees the day-to-day operations of the organization. This role ensures that the camp's programs, facilities, finances, administrative systems, and staff teams work together effectively to support the mission and ministry of Luther Crest.

Key Responsibilities

Organizational Leadership

- Oversee the day-to-day operations of Luther Crest and supervise department leaders responsible for programming, facilities, business operations, and communications.
- Foster strong communication and collaboration across teams to support a healthy organizational culture aligned with Luther Crest's mission.
- Support implementation of strategic priorities established by the Executive Director and Board of Directors.

Program and Guest Experience

- Provide operational leadership for camp and retreat programs in partnership with program staff.
- Ensure systems are in place to support safe, high-quality, mission-aligned experiences for campers and retreat guests.
- Coordinate operational planning and logistics across seasons.

Finance and Business Operations

- Support budgeting, financial planning, and responsible stewardship of organizational resources.
- Oversee financial systems, reporting processes, and operational policies in partnership with accounting partners.
- Ensure compliance with nonprofit financial practices and internal procedures.

Facilities and Property

- Oversee maintenance and operations of Luther Crest's buildings, grounds, and infrastructure.
- Coordinate facilities planning, maintenance systems, and capital improvement projects.
- Manage relationships with contractors and service vendors.

Human Resources and Administrative Systems

- Oversee staff hiring processes, onboarding systems, and personnel policies.
- Support leadership development and supervision of staff teams.
- Maintain effective administrative systems including registration platforms, databases, and operational workflows.

Organizational Planning and Communications Support

- Lead annual operational planning and coordinate organizational timelines and priorities.
- Support development systems and communications implementation in partnership with the Executive Director.
- Ensure alignment across departments so programs, facilities, staffing, and communications function effectively together.

Leadership Partnership

The Director of Operations serves as a key leadership partner to the Executive Director by helping translate strategic priorities into operational plans and supporting the effective execution of Luther Crest's mission and ministry.

Qualifications

- Experience in nonprofit leadership, camp leadership, or organizational operations
- Demonstrated ability to supervise staff and manage teams
- Financial literacy and experience with budgeting or operational finance
- Strong organizational, project management, and problem-solving skills
- Excellent communication and relationship-building abilities
- Have a commitment to the ministry of the ELCA and its expression at Luther Crest Bible Camp and to follow Luther Crest's mission and philosophy statements
- Be able to lift up to 25 pounds and over 25 pounds with proper training and education.

Desired Experience

- Experience in camping ministry or outdoor ministry
- Nonprofit administration or operational leadership
- Staff supervision and team leadership
- Strategic planning or organizational development

Position Details

- Full-time, exempt position
- On-site roles and responsibilities
- Salaried Position
- Portico Benefits
- Paid Time Off (PTO) – 15 personal days, 10 Personal Holidays
- Workers Compensation coverage
- Continuing education opportunities and support