



# LAKE CHAUTAUQUA LUTHERAN CENTER, INC.

An Outdoor Ministry of the Upstate New York Synod of the ELCA  
5013 Route 430 · Bemus Point, NY 14712-9799  
Phone (716) 386-4125 · Fax (716) 386-5714  
[www.lclcenter.org](http://www.lclcenter.org) · [contact@lclcenter.org](mailto:contact@lclcenter.org)

Position: **Executive Director**

To apply: Submissions are due by December 31, 2023, or until the position is filled.  
Submit a cover letter and resume directly to:  
**Christopher Carpenter**  
[carpenter.j.christopher@gmail.com](mailto:carpenter.j.christopher@gmail.com)

## About LCLC

- Welcome Statement:
  - *All persons regardless of race, religion, national origin, color, gender, gender expression, sexual orientation, or disability are welcome to attend Lake Chautauqua Lutheran Center.*
- Mission Statement:
  - *Sharing the gospel of Christ Jesus in ways that give life through cultivating Christ-centered community for the growth and renewal of all God's people in the wonder of creation.*
- Highlights:
  - Prime opportunity for creative business, program, and fund development
  - 140 acres of lakefront property overlooking beautiful Chautauqua Lake
  - Debt free, mortgage free, and a healthy endowment
  - Nine seasonal cabins, Retreat Center (24 rooms/48 capacity) with meeting rooms and commercial kitchen, Redeemer Lodge (22 capacity), Health Center, Dining Hall with commercial kitchen and administrative offices, Outdoor Chapel, and a newly renovated Boathouse
  - Year-round programming, retreat, and recreational destination with approximately 900 annual guests (*excluding summer camping season*).
  - Six-week summer camping season with approximately 220 campers, 15 seasonal staff, and 20 seasonal volunteers.
  - 1 full-time and 4 part-time, year-round employees.



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Lake Chautauqua Lutheran Center is a thriving, year-round camp, conference, and retreat center situated on 140 acres of wooded waterfront property on the shores of beautiful Lake Chautauqua in Western New York state. We are seeking an Executive Director to lead LCLC in new programmatic, fund development, and business possibilities that move this 87-year ministry into God's hopeful future for all people.

Currently, LCLC provides a six-week summer program for children from early elementary through senior high school and numerous year-round retreat and educational opportunities. LCLC has an updated ropes course, climbing wall, zip line, archery range, and other amenities that lend themselves to team-building retreats, as well as spiritual opportunities for reflection and learning. Facilities are modernized for year-round use, trails have been improved, and a new boat house was completed in 2023.

LCLC is also a resource for churches and non-profit groups in Western New York, with potential to grow into a resource for all of New York State as well as Western Pennsylvania.

With ample trails for walking, hiking, and snowshoeing, LCLC offers a natural resource for environmental education. With clear communication and development, LCLC would be a wonderful resource for local schools and clubs with an eye toward teaching environmental conservation and stewardship.

LCLC has a strong history of growth and adaptation to the needs of the church and local communities and is ready to listen to the Spirit's call and move into the next chapter of our organizational life and executive leadership.

## **Job Description**

This community would be well guided by a leader with a strong faith in Jesus Christ, an ear to the call of the Holy Spirit, and a commitment to stewarding God's creation.

The Executive Director is responsible for the day-to-day operations of people, programs, and facilities ensuring the health, safety, and wellbeing of all guests and staff. Active leader developing new business and fund development activities as well as program development year-round.

The Executive Director must work and communicate with diverse populations, from children to student counselors to churches, donors, board members, and retreatants of all ages. Working with the Board of Directors, the Executive Director is expected to be a partner in developing and principled leader in ensuring the implementation of the strategic plan.



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As we move into the future, the Executive Director will promote a vision to expand the diversity of those who make LCLC their “home” and seek out new faithful partners who also embrace our mission statement: “Sharing the Gospel of Jesus Christ in ways that give life.” The Executive Director will bring a sense of creativity, leveraging the resources entrusted to LCLC with a sense of grace and peace, to all who visit.

## **Desired Skills, Experiences, and Essential Functions**

- Personal faith in Jesus Christ and an ability to share that faith embracing the uniqueness of all God’s beloved children.
- At least 10 years’ progressive leadership in camping, education, faith based/church, nonprofit organization, and/or relevant business experience required.
- Demonstrated success in developing and growing community outreach and partnerships, translating these efforts into tangible business and financial outcomes.
- Familiarity of American Camping Association (ACA) Accreditation and ELCA Outdoor Ministry guidelines, preferred.
- Bachelor’s degree required, in specific areas relevant to LCLC business, program, or operations, e.g., business and accounting, human resources, education and program development, camp/retreat center management, or fundraising. Master’s degree and/or Lutheran Seminary training, preferred.
- Ability to lift the gifts of others with gentle encouragement.
- Strong writing and public speaking skills to represent LCLC before diverse audiences. Experience in marketing and social media, preferred.
- Demonstrated experience in budget development and financial management required. Management of a \$400,000+ budget, preferred.
- Skills in managing personnel and the human resource life cycle: hiring, performance evaluation, training and development, motivation, conflict resolution, and termination.
- Leveraging resources to establish and develop new programs and programming, including a new Conservation Education Program.

## **Compensation**

- Minimum salary \$55,000
- Medical, dental, and retirement benefits
- Paid time off and continuing education allowances
- Social Security and Workers Compensation insurance