



# Shalom Hill Farm

## Empowering Leaders for Rural Ministry

## Executive Director

### Mission Statement

In response to God's grace and God's call, Shalom Hill Farm educates and advocates on behalf of small-town and rural culture, community, ministry, God's creation, the common good, and provides a place of retreat and renewal for groups and individuals.

### Ministry Vision

We serve and steward the life of Shalom Hill Farm to provide a place and space from which study, education, and advocacy concerning rural issues, stewardship of the environment, specifically in a rural context, and exposure to sustainable agricultural methods and alternative energy sources can be carried out from an ecumenical Christian perspective. Shalom Hill Farm stands ready to partner with groups and organizations in the wider community to help plan, develop, and host educational programming that contributes to the common good.

### Desired Outcomes

As a result of this ministry,

- People will have a sense of peace and a sense of simple and gracious hospitality;
- People will be greeted by a kind and caring staff, an environmentally thoughtful building, the beautiful setting, the sense of history, and a sense of right relationship with nature;
- People will be able to relax, to feel safe to be themselves, to speak and listen from the head and from the heart; and,
- Efficient and effective systems will allow us to serve and steward Shalom Hill Farm's mission and ministry – to be, in a quite special and powerful way, the kingdom of God come on earth.

### Tasks and Innovations

#### Program Development

- Maintain an integrated program plan for Shalom Hill Farm's mission and vision;
- Engage in long-range program planning;
- With the General Manager, plan and participate in learning and community events at Shalom Hill Farm;
- Strategize marketing plan;
- Staff person with primary responsibility for providing education content for Shalom Hill Farm programs; and,
- Brainstorm new program ideas.

#### Financial

- Engage in long-range financial and strategic planning;
- Develop annual budgets and reports;
- Oversee investments and endowment funds;
- Cooperate with the General Manager in fund-raising planning and implementation, including development of strategies to meet the short and long-term financial needs of Shalom Hill Farm; and
- Cooperate with the General Manager in handling all financial operations, including income, expenditures, funding opportunities, donor connections, initiating and coordinating fund-raising activities, and writing grants.

#### Administration

- Oversee all aspects of Shalom Hill Farm;
- Staff supervision;
- Work with accountants and lawyers;
- Supervise and coordinate office operations;
- Be involved in Board of Directors development; and,
- Be attentive to staff development, annual reviews, continuing education, and licenses.

## Networking

- In cooperation with the General Manager, represent Shalom Hill Farm in key organizations and at key meetings with other retreat directors and rural ministry educators, including local schools, FFA chapters, and other related organizations;
- In cooperation with the Associate Director, represent Shalom Hill Farm in area communities, at events of the Southwestern Minnesota Synod-ELCA, in other denominations, in colleges and seminaries, and connect with home-school networks, Montessori schools, other similar groups ; and,
- Provide area congregations with pulpit supply (if applicable), adult forums, and other educational opportunities.

## Other

- Greet and interact with guests at Shalom Hill Farm;
- Reconnect with past groups, guests, and donors;
- Work with Facilities Assistant in grounds, facility, and animal care; and,
- Other duties as assigned by the Board of Directors or as needed by Shalom Hill Farm.

## Relationships

The Executive Director is supervised by the Board of Directors. Performance reviews will be conducted annually or as needed by a personnel committee of the Board of Directors.

## Qualities and Requirements

The Shalom Hill Farm team will...

- Share a commitment to Jesus Christ as the heart of God's Church;
- Maintain in all matters office confidentiality and deal with issues and concerns directly with those involved;
- Work to share the mission of Shalom Hill Farm;
- Be open to new ways of seeing and doing things and open to training in organizational, technical, and communication systems;
- Arrive on time for work and meetings, being well prepared to address the issues at hand;
- Speak well of each other to build up the body of Christ, exhibiting a professional work ethic and positive attitude;
- Commit to ongoing personal and professional growth;
- Support a cooperative style of working, honoring each other's working style;
- Maintain a cooperative working relationship with other staff, Board of Directors, and contacts; appreciate and affirm each other's gifts;
- Participate annually in continuing education for vocational and personal growth; and,
- Affirm, encourage, pray for, and bless one another and the service each represents.

The position of Executive Director requires the ability to serve multiple evenings and weekends during the year.

## Benefits and Wellness

- Salary and vacation (four weeks per year) based on full-time at 50 hours per week;
- Health and pension benefits paid by Shalom Hill Farm;
- Annual personnel reviews; and,
- Continuing education, support, and networking as defined at personnel review times.

## To Apply [application deadline June 15, 2017]

- Send a curriculum vitae or resume along with a cover letter—including three (3) references with contact information—preferably via email to Dr. Mary Hess ([mhess@religioused.org](mailto:mhess@religioused.org)) or via hard copy to Shalom Hill Farm, 42194 County Road 3, Windom, MN 56101. It would be helpful if a very brief explanation of what interests you about this position be included in the cover letter.
- For more information see our website [www.shalomhillfarm.org](http://www.shalomhillfarm.org) or email/call Shalom Hill Farm at [shf@rconnect.com](mailto:shf@rconnect.com) 507-831-2232.

**Shalom Hill Farm is a 501(c)3 non-profit organization and does not discriminate on the basis of race, sex, religion, or national origin.**