Interim Executive Director - Camp Fire Heart of Iowa

REPORTS TO: Board of Directors through the Board President.

ORGANIZATION OVERVIEW: For over 100 years, Camp Fire has served youth and their families in Central Iowa. Camp Fire picks up where school leaves off, serving youth with before and after school and school break day camps during the school year and overnight and day camps in the summer. We believe that the best youth development takes place in small group environments where youth have an opportunity to interact with adults and other youth in a safe, fun environment that allows them to develop personal skills and ongoing relationships with others in the group. Camp Fire Heart of Iowa owns and operates a full service camp facility, Camp Hantesa. Comprised of 166 amazing acres of river valley land just north of Ledges State Park, camp boasts traditional camp program offerings for both overnighters and day campers. In addition, Camp Fire operates Camp Canwita, made up of 15 acres of greenspace in the city of Ames. Based in Des Moines, the current staff at Camp Fire Heart of Iowa is made up of nine full time staff, and 12 part time staff. During the summer, our team swells to over 80 seasonal staff to operate six day camp sites and the overnight camp at Camp Hantesa. Staff join us from all over the world, with staff from 13 different countries in 2019. We proudly serve over 2,400 youth in our Camp Fire programs and another 1,200 youth in our partnerships with other organizations. For more information, please visit: www.campfireiowa.org

POSITION OVERVIEW: Camp Fire Heart of Iowa is currently seeking a seasoned leader who can offer administrative, financial, and management oversight as Interim Executive Director while we search for a permanent Executive Director. We are seeking someone to oversee the day-to-day operations; guide the staff; cultivate and maintain productive relationships with donors, community partners, and other constituents; and represent Camp Fire Heart of Iowa to the community.

POSITION START DATE & DURATION: The Interim Executive Director position is temporary role that can begin immediately. It is anticipated as a 3-month minimum commitment and anticipated to remain in place until the organization has hired a permanent Executive Director.

RESPONSIBILITIES:

- Manage staff and work to maintain staff morale during transition period to a permanent Executive Director
- Monitors and oversees delivery of youth programming
- Monitors the Council’s financial condition and cash flow
- Maintain communication and relationships between Board and staff and within the staff
- Responsible for reviewing and monitoring the annual fundraising plan, working on grant applications, and ensuring the council adheres to fundraising deadlines
- Ensures implementation of Board authorized policies
- Participate in development of agendas for Board meetings and engage as appropriate with board committees.
- Manage the budget by overseeing financial management and bookkeeping
- When necessary and appropriate, represent the Camp Fire Heart of Iowa within the community
- Work with staff to maintain and enhance relationships with donors, community partners, and other constituents
- Assist Board, staff, and the new Executive Director in the transition after that person is hired.
- Complete additional duties as requested by board president.

QUALIFICATIONS:

Education

- Bachelor’s degree in liberal arts, public administration, business administration or related discipline required.
Experience
• Ten years of experience in management.
• Nonprofit management experience preferred.
• Must have strong business and fiscal management skills
• Youth organization/youth advocacy work desirable

Skills
• Must be highly ethical and have a strong sense of integrity.
• Must be a strategic thinker and an agent for planned change.
• Ability to effectively handle uncertainty and high stress situations.
• Inspirational leader with a good sense of humor preferred.
• Excellent interpersonal skills.
• Must be self-motivated and highly organized.
• Proven ability to prioritize, plan and manage multiple tasks and agendas with diverse audiences.
• Must be computer literate (Microsoft Office Suite).

**HOW TO APPLY:** Email cover letter and resume to Emily Drake, Camp Fire Heart of Iowa Board President at campfireiowaEDsearch@gmail.com with subject line Interim Executive Director.