



## **Job Posting: Executive Director**

### **Full Time**

### **Camp Fire Inland Northwest Culture**

Camp Fire connects young people to themselves, to others, and to the outdoors. We envision a world where all young people thrive, experience authentic connection, and have new opportunities through finding their spark, lifting their voice and discovering who they are. All young people find, build and contribute to their community. They learn to love and care for our world. Camp Fire believes in the dignity and the intrinsic worth of every human being.

We are a values-driven organization. Our values:

- We are inclusive
- We get outdoors
- We honor the power of young people
- We are learners
- We take action
- We prioritize relationships
- We are responsive

### **Position Overview**

The Executive Director of Camp Fire Inland Northwest Council provides direction and leadership in advancing the Council's mission and strategically achieving its goals and objectives. The Executive Director must be a strong advocate of youth development programs and have a personal passion for advancing the mission of the Council. The Executive Director strives to bring best practices to all aspects of the council's work, performing duties in an ethical manner. Through inspired leadership and thoughtful management, the Executive Director will work toward increasing public awareness and support to ensure that the Council grows to the next level of its development to be considered one of the premiere youth organizations in the Council's jurisdiction.

### **Functions**

- Assures the Council has a long-range strategic plan that enables it to achieve its mission.
- Secures funding for all programs and events with assistance from the Board of Directors and designated staff.
- Evaluate, plan and execute ongoing Capital projects that maintain and improve Council facilities.
- Responsible for leading and monitoring the annual fundraising plan in conjunction with appropriate staff and Board members.
- Conducts official correspondence for the Council, individually and jointly, with the Board.

- Recommends policies to the Board and/or assists the Board in the formulation of policies and ensures their implementation.
- Ensures official records and documents are maintained and that compliance with federal, state and local regulations occurs.
- Serves as official spokesperson for the council by representing the programs and point of view of the Council to agencies, organizations and the general public.
- Ensures public accountability of the Council in conjunction with the Board.
- Responsible for overall direction of human resource functions and ensuring sound Human Resource practices are in place, including recruitment, selection, performance evaluations, employment and termination of all personnel, both paid staff and service volunteers.
- Maintains a climate that attracts, maintains, and motivates a diverse staff of top-quality people.
- Responsible for reviewing and maintaining an effective internal financial control system and ensures accurate and timely financial information is provided for internal and external use.
- Responsible for reviewing and monitoring an annual marketing/communication plan.

## **Qualifications**

### **Education**

- Bachelor's degree, public administration, business administration or related discipline required.
- Certified Fund Raising Professional (CFRE) preferred.

### **Experience**

- Five years of experience in management with demonstrated progression in responsibilities required.
- Previous work experience in the field of youth development and an understanding of the extended youth program philosophy preferred.
- Three years demonstrated success in staff leadership, fundraising, and partnership development.
- Experience using QuickBooks software required.
- Nonprofit management experience preferred.
- Must have strong business and fiscal management skills.
- Proven record of successful resource fund development required.
- Youth organization/youth advocacy work desirable.
- Demonstrated understanding of risk management issues and the ability to take calculated risk required.

### **Other requirements**

- Active driver's license in good standing, insurance and access to a vehicle for travel to regional and out of state Camp Fire facilities is required.
- Occasional plane travel to conferences, trainings or meetings required.

**Work Environment**

- 40 hours per week plus – depending on the needs of the position.
- Frequent travel from one area of the building to another, sit and use a computer for a long period of time.
- Occasional need to move safely over uneven terrain at Camp Fire camp locations.

**Equal Employment Opportunity**

All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status or any other basis as protected by federal, state, or local law.

The position's competitive compensation package includes medical, dental, vision and 401k.

**Interested candidates should submit a resume and cover letter to: [campfire@campfireinc.org](mailto:campfire@campfireinc.org)**