

## **Camp Fire Georgia – Executive Director – Immediate Opening**

**Job Title:** Chief Executive Officer/Executive Director (CEO)

**Reports to:** Board of Trustees/Directors, Specifically the Chair/President (Chair)

**FLSA Status:** Exempt

**Prepared by/Date:** The Georgia Council Board of Trustees – Fall 2021

### **SUMMARY:**

Camp Fire Georgia has an immediate opening for an innovative leader who is a self-starter.

The Georgia Council will hire someone dedicated to moving the council forward; the ideal candidate will have a drive to strengthen and grow our programs and our reach.

The CEO is responsible for the effective business and revenue generation plans that support achievement of Camp Fire's strategic direction: to deepen impact and reach measurably more youth and families with quality Camp Fire experiences.

Critical to success will be planned growth in a predictable, recurring, and balanced revenue portfolio.

The CEO promotes supportive relationships and opportunities for individuals to learn, grow, and adapt, creating a compelling sense of purpose and a clear strategy to achieve it.

The CEO adapts and makes good decisions, developing systems and processes that promote shared awareness and execution of key tasks. This is a full-time position, hired by and directly accountable to the board of trustees/directors through its elected board chair.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** (Other duties may be assigned.):

#### **Advancement – Fundraising and Marketing**

- Formulate and execute comprehensive marketing, branding, and development strategies that will ensure consistency throughout Camp Fire Georgia and enhance revenue from individuals, major donors, foundations, government agencies, and businesses.
- Develop and/or maintain diverse funding sources. Work with and provide guidance to board, staff, and volunteers during the planning and implementation of fundraising activities, such as individual giving, events, and product sales.
- Write and/or review grant proposals and establish/ maintain positive relations with funders.
- Implement and oversee Camp Fire Georgia's next Capital Campaign.

#### **Governance and Executive Board Partnership**

- In partnership with the board, articulate a clear vision with established goals to further the Promise of Camp Fire.
- Engage board members, individually and as a group, to adapt in a changing environment and to think strategically in the best interest of Camp Fire.

- Provide board members with appropriate information needed to make informed decisions to set priorities and develop a written strategic business plan.
- Support board development in cooperation with board leadership.

### **Strategic Vision**

- Develop a 3 year strategic plan in conjunction with the board that contemplates program development, staff recruitment and retention, and facility maintenance and upgrades.
- Keep the Promise (mission) in the forefront when making decisions about staffing, allocation of resources, and competing priorities.
- Actively participate in the strategic business planning process and the development of strategies to meet the council's desired outcomes and results.
- Regularly provide accurate reports and information regarding the council's health and progress toward meeting established goals.
- Actively promote Camp Fire's Promise, philosophy, and programs to the general public and other agencies/organizations in the community; seek out and engage in mutually beneficial collaborations.

### **Organizational Leadership**

- Actively promote and market Camp Fire programs to all youth and families.
- Demonstrate success in strengthening leader performance, building a true learning organization, aligning culture to strategy, and building capacity to achieve long-term business goals.
- Direct and administer all council human resources functions, including recruiting, selecting, and retaining staff; compensation and benefits; performance evaluation; employee relations; counseling; and terminations. Ensure that council policies, practices, and programs comply with all applicable federal, state, and local employment laws, including equal employment opportunity and nondiscrimination.
- Coach staff, manage and develop high-performing teams, and set and achieve strategic objectives.
- Cultivate a strong and transparent working relationship with the board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals

### **Program and Evaluation**

- Determine the program needs of the council's jurisdiction (preferably from the results of a completed Market Opportunity Analysis).
- Monitor and develop strategies to ensure all Camp Fire programs are consistent with the Camp Fire Promise and Thrive{oology}.
- Assess and evaluate, using the Youth Program Quality Assessment (YPQA) tool, for continuous program learnings and improvement.
- Support and ensure YPQA improvement plans are completed and incorporated in future programming.
- Expand local fee-for-service programs.

## **Finance**

- Monitor the council's financial condition and ensure sufficient operating reserves and cash flow to meet the council's obligations.
- Prepare, present, and administer the budget in a manner that is understandable and fiscally responsible.
- Establish and/or maintain an effective internal control system and ensure accurate, timely financial information is provided for internal and external use.
- Maintain positive relationships with financial institutions and external auditors.

## **EDUCATION:**

- Bachelor's Degree required.
- Minimum of 5 years of senior nonprofit management experience,
- Minimum 5 years of nonprofit fund-raising skills with in-depth knowledge of various fundraising strategies and donor relations.
- Strong budget management skills, including budget preparation, analysis, decision making and reporting.

## **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **KNOWLEDGE/SKILLS/EXPERIENCE:**

- Strong business development experience.
- Demonstrable experience in fundraising and/or grant writing.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of diverse stakeholders.
- Highly effective communication, assessment, and analytical skills.
- Ability to assess organizational opportunities and challenges that directly affect current and future program impact.
- Excellent organization, project management, and time-management skills, with attention to detail and follow-through.
- Ability to interact with and develop trusting relationships.
- Excellent interpersonal and presentation skills required.
- Ability to organize and delegate effectively.
- Customer-focused philosophy and the proven ability to prioritize, plan, and manage multiple tasks and agendas.
- Excellent relationship building skills, with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus among differing opinions.
- Strong commitment to the professional development of staff; successful track record

- of recruiting and retaining a diverse team.
- Follow Ethical Standards, Ensure Accountability, and Comply with the Law.

### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

<i>Analytical</i>	Synthesize complex, diverse information; collect and interpret data; use intuition and experience to complement data; design work flows and procedures.
<i>Leadership</i>	Exhibit confidence in self and others; inspire and encourage others to perform well; effectively influence actions and opinions of others; inspire respect and trust; accept feedback from others; provide vision and inspiration to peers and subordinates; give appropriate recognition to others; display passion and optimism; mobilize others to fulfill the vision.
<i>Quality Management</i>	Looks for ways to improve and promote quality; demonstrate accuracy and thoroughness.
<i>Strategic Thinking</i>	Develop strategies to achieve organizational goals; understand organization's strengths and weaknesses; analyze market and competition; identify external threats and opportunities; adapt strategy to changing conditions.
<i>Innovation</i>	Display original thinking and creativity; meet challenges with resourcefulness; generate suggestions for improving work; develop innovative approaches and ideas; present ideas and information in a manner that gets others' attention.

### **ABILITIES:**

Language – Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of clients, customers, and the general public.

Reasoning – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Theory of Change – Consistently demonstrate the ability to adapt to changes in the work environment; juggle and manage competing tasks and demands; and deal with frequent change, delays, or unexpected events.

Computer Skills – To perform this job successfully, an individual should have knowledge of Word Processing, Spreadsheet, presentation, and Internet software.

Physical – The physical demands described here are representative of those that must be met by an employee. Reasonable accommodations will be made for employees. The employee is regularly required to talk and/or hear, and will frequently be required to stand and walk.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to effectively handle high-stress situations, including long days (10 to 12 hours) and some evenings and weekends required.

Camp Fire Georgia owns and operates a 176-acre rustic summer camp in Toccoa, Georgia. Toccoa is located approximately 2 hours North of Atlanta, close to the foothills of the Appalachian Mountains. The CEO's office is located on camp property.

Housing is included in the compensation package. Housing consists of a single-family house, with 3 bedrooms and 2 bathrooms. The CEO will be responsible for paying for his or her own utilities.

**COMPENSATION:**

The starting salary range for the CEO is from \$58,000 annually to \$65,000 annually, depending on experience.

Housing is provided in Toccoa (Stephens County) Georgia. Remote work from other areas of Georgia will be considered, so long as the CEO is available for routine visits to Stephens County, Georgia.

Health Insurance

The CEO is eligible for bi-annual salary bonuses based on revenue generated by him or her.

**APPLICATION:**

To apply, please send a cover letter, resume, and 3 professional references to Ellen Forrester-Ensley, Board Chair, at [CampFireGARecruiting@gmail.com](mailto:CampFireGARecruiting@gmail.com).

Please submit all application materials in PDF format.

Please address the following questions in your cover letter:

- 1.) Why are you interested in this position?
- 2.) What skills and experiences do you have that would make you effective in this role?
- 3.) Please describe what legacy you have made to date in your current position.

**Please do not contact Camp Fire National – this posting is for the Georgia Council.**

Once selected, applicants will interview with members of the Board of Trustees, and Council Staff on the phone or via zoom. As needed, a second round of interviews will occur in person Camp Fire Camp Toccoa, dates to be announced. The target date for hiring is December 1<sup>st</sup> with a January 1<sup>st</sup>, 2022 start date.

***Camp Fire Georgia is an Equal Opportunity Employer***

**A Note on Camp Fire Inclusivity:**

"Inclusion has always been a value at Camp Fire, and throughout the past century, we have

been learning more and more about what inclusion looks like. A big part of that journey is creating equitable opportunities for all young people at camp.” – Camp Fire National Headquarters. The Georgia Council is dedicated to providing an inclusive environment both to our program participants and our employees. **All qualified candidates are encouraged to apply.**