

Camp Fire, Snohomish County Council is seeking an innovative, energetic and inspiring seasoned executive leader to drive and grow our work in providing youth the opportunity to find their spark, lift their voice, and discover who they are.

Camp Fire was founded over 110 years ago in the same year as Boy Scouts of America in order to provide similar opportunities to girls. It has evolved over time to be inclusive of all youth, (boys included in 1975). Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religious beliefs or non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

Programs are based on the Camp Fire philosophy: an emphasis on the small group, individual attention, acceptance of differences and a loosely structured child-centered approach. Programs include small neighborhood-based clubs staffed by volunteers, larger multi-aged clubs, self-reliance programs, teen driven service groups and a comprehensive resident and day camp program with a focus on appreciation of the out-of-doors, democratic group living, non-competitive sports and games, skill development, concern for others, and fun and friendship.

The organization employs 12 staff with an average tenure of 12 years, but many functions are carried out by dedicated volunteers. The Council is well regarded by the National Camp Fire organization and is one of the strongest councils (both financially and programmatically) in the nation. The council has had a long history of a balanced budget (pandemic years notwithstanding) totaling around \$1.5 million, funded by private donations, foundations and user fees. It is well regarded by local nonprofits and funders. Camp Fire Snohomish County has a debt-free fund balance in excess of \$3.5 million which includes an endowment and other liquid investments of over \$400,000, and real estate assets including its Service Center in Everett, and Camp Killoqua. Located on 185 acres of forest, wetlands and waterfront and containing over 40 structures, Killoqua provides a unique outdoor experience for youth and adults. Our beautiful site in north Snohomish County features trails, game fields, and outdoor spaces that are ideal settings for programs based on the Camp Fire philosophy.

Application Deadline: February 11, 2022.

our promise

Young people want to shape the world.
Camp Fire provides the opportunity to find
their spark, lift their voice, and discover
who they are.

In Camp Fire, it begins *now*.

Job Title: Executive Director, Camp Fire Snohomish County Council

Reports: Governing Board; specifically to the Board President

Job Summary

The Executive Director is responsible for the effective business and revenue generation plans that support achievement of Camp Fire Snohomish County's current Strategic Plan providing high-quality programming, allowing young people, their families, and their community to thrive with quality Camp Fire experiences, while actively promoting Diversity, Equity, and Inclusion (DEI) in all facets of the job. They will also be responsible for stewardship of Camp Fire's assets, including our 185-acre resident camp, Camp Killoqua.

The Executive Director adapts and makes good decisions, developing systems and processes that promote shared awareness and execution of key tasks overseeing the day-to-day operations of the organization. Of equal importance is the job of increasing awareness in the broader community, (especially those that are unaware of Camp Fire's existence) of the value of Camp Fire and the positive impact it has on youth and their families. This is a full-time position, hired by and directly accountable to the council's Governing Board through its elected Board President.

Essential Duties and Responsibilities

Governance and Executive Board Partnership

- In partnership with the Governing Board, articulate a clear vision with established and periodically updated 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 Snohomish County.
- Provide board members with appropriate information needed to make informed decisions to set priorities and develop a written strategic business plan.
- Support board recruitment and development focusing on Diversity, Equity, and Inclusion in cooperation with board leadership.

Strategic Vision

- Promote and keep the Camp Fire Promise in the forefront when making decisions about staffing, allocation of resources, and all programming.
- Actively participate in the strategic business planning process and the development of strategies to meet the Council's desired outcomes and results adopted by the Governing Board.

Organizational Leadership

- Actively promote and market Camp Fire programs to youth and families in Snohomish County.
- Cultivate a strong and transparent working relationship with the Governing Board and ensure open communication about the measurement of financial, programming, and impact performance against stated milestone and goals.
- 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 resource functions, including recruiting, selecting, and retaining staff, compensation and benefits, performance appraisal, employee relations, counseling, and terminations.
- Ensure that Council policies, practices, and programs comply with all applicable federal, state, and local employee laws, including equal employment opportunity and nondiscrimination and that also promote diversity, equity, and inclusion.
- Manage and develop high-performing teams of staff and volunteers setting and achieving strategic objectives.
- Work within the guidelines of Camp Fire's National Charter.

Advancement—Fundraising and Marketing

- Formulate and execute comprehensive marketing, branding, and development strategies that will ensure consistency throughout Camp Fire Snohomish County Council, increase awareness of Camp Fire's value to society and enhance revenue from individuals, major donors, foundations, government agencies, and businesses.
- Develop and/or maintain diverse funding sources.
- Take the lead for the direction of planning and implementation of fundraising activities, including individual giving, events, and product sales. Work with and provide guidance to the Governing Board, staff, and volunteers.
- Facilitate periodic Capital Campaigns to expand and maintain infrastructure.
- Actively promote Camp Fire and its many impactful programs in the community at large (especially with those that are unaware of Camp Fire), increasing awareness and respect for our positive work with youth and their families.
- Write and/or review grant proposals and establish and maintain positive relations with funders.

Program and Evaluation

- Take the lead in determining the program needs of the council's jurisdiction.
- Develop creative ways of modifying existing programs to fit better with the lifestyle of today's youth and families, capturing those that have been "lost" to sports and other competing activities.
- Monitor and develop strategies to ensure all Camp Fire programs are consistent with the Camp Fire Promise and Thrive(ology) and Diversity, Equity, and Inclusion principals.

- 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 into current and future programming.

Finance

- Maintain and 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 that accurate and timely financial information is provided for internal and external use.
- Maintain positive relationships with financial institutions and external auditors.
- Maintain and improve Camp Fire's current and fixed assets including its financial assets such as the endowment fund, as well as its real estate assets (Service Center and Camp Killoqua).

Education and Qualifications

Skills and abilities acquired through a combination of experiences and training that may include a university level education and five or more years' experience as a team leader in nonprofit management, public sector, youth development or related field, or other experience/education that can be demonstrated to be an equivalent.

To perform this job successfully an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and abilities required.

Knowledge, Skills, and Competencies

- Passionate about serving youth!
- Strong business development experience
- Strong marketing, public relations, and fundraising experiences with the ability to engage a wide range of diverse stakeholders.
- Highly effective communication, assessment, and analytical skills.
- Ability to assess organization 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-focus 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, as well as those that may become 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 all federal, state, and local laws.
- To perform the job successfully an individual should demonstrate the following competencies:

Analytical--Synthesize complex and diverse information, collect and interpret data; use intuition and experience to complement data; design workflows and procedures.

Leadership--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; actively seek diversity, equity, and inclusion, mobilize others to fulfill the vision.

Quality Management--Look for ways to improve and promote quality; demonstrate accuracy and thoroughness.

Strategic Thinking--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.

Innovation--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.

To perform the job successfully an individual should demonstrate the following abilities:

Language—Ability to read, analyze, and interpret professional journals, technical procedures, and government regulations. Ability to prepare reports, written statements, and correspondence.

Reasoning—Ability to define problems, collect data, establish facts, and draw valid conclusions.

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

Computer Skills—Ability to operate relevant computer systems including hardware and software such as Microsoft Word, electronic databases (including SharePoint), email and internet navigation in addition to other office equipment and security systems.

Physical—The physical demands described here are representative of those that must be met by and employee. The employee is regularly required to talk and/or hear and occasionally required to stand and walk.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Ability to effectively handle high-stress situations, including long days (10 to 12 hours). Some evenings and weekends are required.

Statement of Inclusion

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religious beliefs and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

Travel

Travel may include out of area conferences, other organization's meetings, visits to Camp Killoqua, meetings with donors and, participation in Camp Fire events. Applicant must possess a valid driver's license.

Compensation

Yearly salary range: \$94,000.00--\$104,000.00

FLSA Status: Exempt

How to Apply

Interested parties should submit their resume and cover letter to:

jobs@campfiresnoco.org

Reference Camp Fire Sno Co Executive Director Resume in the subject line.

Updated January 14, 2022

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