

Job Title: Executive Director, Camp Fire Samish
Reports to: Camp Fire Samish Corporate Board of Directors
FLSA Status: Exempt
Salary: \$70,000 DOE + benefits
Date: January 4th, 2023

Camp Fire | Camp Kirby | Light the Fire Within (campfiresamish.org)

SUMMARY

The Executive Director provides leadership and direction toward the achievement of Camp Fire Samish's (CFS) mission, core values, strategic objectives, vision, and goals in a youth oriented non-profit setting. The Executive Director ensures CFS will measurably reach more youth and families with quality Camp Fire experiences creating a compelling sense of purpose. A critical function of the Executive Director will be providing planned predictable and balanced growth of the CFS revenue portfolio. The Executive Director must provide strategic decisions, and develop systems and processes to aid in the execution of the key tasks detailed below. This is a full-time position, hired by and directly accountable to the council's corporate board of directors and through its elected President.

Special Note: Camp Fire Samish is in a rebuilding phase following the COVID-19 pandemic. CFS had a very successful 2022 year and Camp Kirby resident camp is nearly full for 2023. The ED does the hiring and managing of talented and efficient office and Camp executive staff. The ED will also present the program and growth goals to our extensive support base and identify new opportunities to serve the community while expanding our donor base. This is an exciting time for CFS and we are looking to hire the right individual to lead us on our continued journey.

EDUCATION

Bachelor's degree in nonprofit management, public/business administration, youth development, or related field required. Master's degree, with executive experience preferred; 5+ years of multifaceted non-profit executive/management experience.

COMPETENCIES

To perform the job successfully, an individual should be able to inspire trust and respect, encourage others toward peak performance, think strategically, display original thinking and creativity, and disseminate diverse and complex information.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Governance and Executive Board Partnership

- Articulates, in partnership with the corporate board, a clear vision with established goals to further the Promise of Camp Fire and Mission of CFS
- Engages board members, individually and as a group, to adapt in a changing environment and encourages them to think strategically in the best interest of Camp Fire and CFS
- Provides board members with appropriate information to make informed decisions and develop/approve a written and living strategic business plan
- Cultivates a strong and transparent working relationship with the board
- Ensures open communication about progress toward stated financial, programmatic, and impact performance goals
- Provides guidance with respect to board member search and selection, ensuring key areas of expertise are represented
- Orients new board members to CFS, including their stewardship responsibilities
- Creates Board meeting agendas, schedules meetings, and assists with prioritizing board work
- Other duties as assigned by the Board

Strategic Vision

- Keeps the CFS mission, core values, vision, and goals uppermost when making decisions about staffing, allocation of resources, and competing priorities
- Participates actively in the strategic business planning process and the development of programs to meet the council's desired outcomes and results
- Provides and disseminates accurate reports and information regarding the council's health and progress toward meeting established goals
- Effectively communicates CFS vision, strategy, and ideas orally and in writing

Organizational Leadership

- Hires and manages a high performing team with increasing capacity to achieve long-term business goals
- Cultivates a strong and transparent working relationship with the CFS staff
- Oversees Executive staff who perform Human Resource duties
- Oversees compensation and benefits packages, employee relations, counseling, and terminations
- Ensures that council policies, practices, and programs comply with all applicable federal, state, and local employment laws, including, but not limited to, equal employment opportunity and nondiscrimination
- Ensures that CFS complies with all ACA standards, Camp Fire National requirements, insurances mandates, and general best practices in serving youth
- Acts as a liaison with Camp Fire National on various aspects of programs, committee service, courses, nation-wide conferences, and monthly meetings
- Demonstrates effective conflict resolution and problem-solving skills

Fundraising and Marketing

- Strives to present the best CFS has to offer as the Executive Director is the public face of the organization
- Promotes Camp Fire's mission, vision, philosophy, and programs to the Camp Fire community, general public and other agencies/organizations in the community
- Develops and/or maintains diverse funding sources including individuals, major donors, foundations, government agencies and businesses
- Provides guidance to board and works closely with staff, and volunteers to plan and implement fundraising activities
- Writes/reviews grant proposals; maintains positive relations with supporters of CFS
- Cultivates and builds strong relationships with individuals and community groups to identify key funding/infrastructure/work projects and **strives** to accomplish them

Program and Evaluation

- Determines the program needs of the council's jurisdiction (preferably from the results of a completed Market Opportunity Analysis) and insures they are in line with the mission, values, and objectives of CFS
- Supports and ensure that youth programming quality assessments are completed and used to improve programs as indicated Assesses, maintains, and updates risk management practices on an ongoing basis in all facets of operation

Finance

- Monitors the council's financial condition and ensures sufficient operating reserves and cash flow are available to meet the council's obligations
- Prepares, presents, and administers the budget in a fiduciary manner that is understandable and fiscally responsible
- Maintains an effective internal control system and ensures that accurate and timely financial information is provided for internal and external use
- Maintains positive relationships with financial institutions and external auditors
- Ensures stewardship of substantial fund outlays by carefully and prudently evaluating vendor and contractor proposals (such as insurance brokers), and contract negotiations