

**Job Title:** Executive Director, Camp Fire Samish  
**Reports to:** Camp Fire Samish Corporate Board of Directors  
**FLSA Status:** Exempt  
**Prepared by/Date:** January 10<sup>th</sup>, 2022

## **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 that CFS will measurably reach more youth and families with quality Camp Fire experiences creating a compelling sense of purpose. The Executive Director pivots, makes good decisions, and develops systems and processes to aid in the execution of the key tasks detailed below. A critical function of the CFS Executive Director will be planned growth in a predictable and balanced revenue portfolio. This is a full-time position, hired by and directly accountable to the council's corporate board of directors and through its elected President.

## **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 to perform well, 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 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

### **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 strategies 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
- Other duties as assigned

### **Organizational Leadership**

- Hires and manages a high performing team and increases capacity to achieve long-term business goals
- 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
- Other duties as assigned

### **Fundraising and Marketing**

- Actively promotes Camp Fire's mission, philosophy, and programs to the public and other agencies/organizations in the community
- Develops and/or maintains diverse funding sources including individuals, major donors, foundations, government agencies and businesses
- Works with and provides guidance to board, staff, and volunteers during the planning and implementation of fundraising activities
- Writes/reviews grant proposals; maintain positive relations with funders
- Cultivates and builds strong relationships with individuals and community groups to identify key funding/infrastructure/work projects and works to accomplish them
- Other duties as assigned

### **Program and Evaluation**

- Determines the program needs of the council's jurisdiction (preferably from the results of a completed Market Opportunity Analysis)
- 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

- Other duties as assigned

### **Finance**

- Monitors the council's financial condition and ensures sufficient operating reserves and cash flow to meet the council's obligations
- Prepares, presents, and administers the budget in a 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 evaluating vendor options (such as insurance brokers) and contract negotiations
- Other duties as assigned

Send any questions, cover letter and resume to [campfiresamishedapplication@gmail.com](mailto:campfiresamishedapplication@gmail.com).

Please, no phone inquiries. Applications will be accepted until February 28<sup>th</sup>, 2022.

Camp Fire Samish is an Equal Opportunity Employer.