

Camp Fire Walla Walla

Executive Director

Job Description

Job Title: Executive Director

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

FLSA Status: Exempt

Salary: Starting salary \$70,000/annually + benefits (higher salary depends on experience)

SUMMARY

The Executive Director 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 Executive Director 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 Executive Director adapts and makes good decisions, developing systems and processes that promote shared awareness and execution of key tasks. The Executive Director is also the primary representative to the community; representing Camp Fire at community events, making presentations to organizations, and seeking out fundraising opportunities. This is a full-time position, hired by and directly accountable to the board of trustees/directors through its elected board president.

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

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.
- State Licensing. Knowledge or (or ability to quickly learn) all licensing requirements for running afterschool and summer programming for the youth in

our community. Ability to work well with state licensing authorities and provide information as requested in a timely manner.

Strategic Vision

- 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 income level - 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

Advancement – Fundraising and Marketing

- Formulate and execute comprehensive marketing, branding, and development strategies that will ensure consistency throughout Camp Fire Walla Walla 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.

- Plan and Organize fundraising events. Work with the staff and board of directors to plan and execute community fundraising events to both promote Camp Fire and generate revenue toward operating costs and program funding.
- Grant writing. Seek out grant opportunities and be able to draft and execute a successful grant application to meet the deadlines of such grants.

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{ology}.
- 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-serve programs.
- Knowledge of school-age WAC's or ability to learn and have a comprehensive knowledge of the state laws around providing programming to school-age children.

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 in nonprofit management, public/business administration, youth development, or related field required. Master's degree, with executive experience preferred; 5+ years of multifaceted executive/management experience with responsibilities that include accounting/budgeting, human resources management, fund development, public relations, and youth development required.

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.
- 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.