



## **Job Description: Executive Director**

**Reports To:** The Board of Directors

**Position Overview:** The Executive Director of Camp Fire Inland Northwest Council provides direction and leadership in advancing the Council's mission and strategically achieving its goals and objectives. The Executive Director must be a strong advocate of youth development programs and have a personal passion for advancing the mission of the Council. The Executive Director strives to bring best practices to all aspects of the council's work, performing duties in an ethical manner. Through inspired leadership and thoughtful management, the Executive Director will work toward increasing public awareness and support to ensure that the Council grows to the next level of its development to be considered on of the premiere youth organizations in the Council's jurisdiction.

### **Responsibilities**

#### **Resource Development**

##### **Fundraising**

- Participates in all aspects of fundraising activities: grant seeking, personal solicitations, corporate partnerships, etc.
- Secures funding for all programs and events with assistance from the Board of Directors and designated staff.
- Responsible for reviewing and monitoring the annual fundraising plan in conjunction with appropriate staff and Board members.

#### **Administration**

##### **General Management**

- Assures the Council has a long-range strategic plan that enables it to achieve its mission.
- Conducts official correspondence for the Council, individually and jointly, with the Board.
- Executes legal documents in tandem with designated officers.
- Recommends policies to the Board and/or assists Board in the formulation of policies.
- Ensures implementation of Board authorized policies.
- Ensures official records and documents are maintained and that compliance with federal, state and local regulations occurs.
- Responsible for public accountability of the Council in conjunction with the Board.

##### **Human Resources**

- Responsible for overall direction of human resource functions, including recruitment, selection, employment and termination of all personnel, both paid staff and service volunteers.
- Ensures job descriptions are developed and maintained, regular performance evaluations are conducted and sound human resource practices are in place.
- Ensures an effective management team, with appropriate provision for succession, is maintained.
- Maintains a climate that attracts, maintains, and motivates a diverse staff of top-quality people.

##### **Finance**



- Responsible for reviewing and maintaining an effective internal financial control system and ensures accurate and timely financial information is provided for internal and external use.
- Works with staff, the Finance Committee and the Board to prepare the annual budget.
- Monitors the Council's financial condition and maintains positive relationships with financial institutions and external auditors.
- Ensures sufficient operation reserve and cash flow to meet Council obligations in conjunction with the Board.
- Experience using QuickBooks software mandatory.

### **Programs & Services**

- Provides leadership in assessing and evaluating youth development needs within the Council's jurisdiction and oversees implementation of Camp Fire programming tailored to meet the needs of local youth.
- Monitors and develops strategies to ensure all youth programs are consistent with Camp Fire coeducational, inclusive, contemporary and prevention-oriented philosophy.
- Promotes and supports volunteerism in all areas of the Council's work.
- Encourages and provides resources for staff and volunteer development and education.
- Maintains a working knowledge of significant developments and trends in the field of youth development programs and nonprofit management/leadership issues.
- Conducts an annual program evaluation.
- Acts to maintain highly effective parent-constituent relationships.

### **Marketing & Communications**

- Responsible for reviewing and monitoring an annual marketing/communication plan.
- Serves as official spokesperson for the council by representing the programs and point of view of the Council to agencies, organizations and the general public.
- Keeps the Board fully informed on the condition of the Council and all-important factors of influence.
- Promotes awareness of the Council's activities, programs and goals to key stakeholders and the general community.
- Establishes sound working relationships and collaborative arrangements with government agencies, community groups and organizations.
- Oversees the development of collateral materials.
- Maintains appropriate relationships with other professional and human service groups including membership on appropriate community committees and service projects.

### **Qualifications**

#### **Education**

- Bachelor's degree, public administration, business administration or related discipline required.
- Certified Fund Raising Professional (CFRE) preferred.

#### **Experience**

- Five years of experience in management with demonstrated progression in responsibilities required.



- Previous work experience in the field of youth development and an understanding of the extended youth program philosophy preferred.
- Three years demonstrated success in staff leadership, fundraising, and partnership development.
- Nonprofit management experience preferred.
- Must have strong business and fiscal management skills
- Proven record of successful resource fund development required.
- Youth organization/youth advocacy work desirable.
- Demonstrated understanding of risk management issues and the ability to take calculated risk required.

#### **Essential Functions**

- 40 hours per week plus – depending on the needs of the position
- Occasional travel
- Strategic thinker with the ability to prioritize, plan and manage multiple tasks and agendas with diverse audiences.
- Self-motivator and dynamic leader.
- Highly ethical and have a strong sense of integrity.
- Ability to effectively handle high stress situations.
- Ability to work well with a variety of personalities to include staff, volunteers and the community.
- Excellent interpersonal skills and the ability to network and build long term relationships with strong customer-focused.
- Ability to network and build long term relationships.
- Able to delegate effectively.
- Excellent written and verbal communication skills required.
- In-depth knowledge of the philanthropic sector preferred.
- Must be computer proficient and able to adapt to new programing and technology.
- Experience with budget development, monitoring and evaluation required.
- Ability to work effectively with volunteer Board and committees.

#### **Compensation**

- The salary for this position is dependent on level of education and experience with organizational leadership range and is accompanied by health and vision benefit package.