



Camp Daggett

"The Other Fellow First"

Executive Director (Year-round, Full-time)

Job Posting and Description Updated April 2021

Position Summary: The Executive Director (ED) is responsible for advancing the mission of Camp Daggett through the leadership of programs, human resources, fund development, finances, community relations and board development. As the senior officer of Camp Daggett, the ED reports to the Board of Trustees. The ED guides and develops a small team of experienced and dedicated staff members, working with them to advance their talents and strengthen the organization's mission-driven work.

Requirements:

Minimum Education and Experience:

- A bachelor's degree in a related field, i.e. Education, Recreation Management, etc.
- A minimum of 3 years of administrative experience working in a camp or non-profit organization preferred.

Knowledge, Skills and Abilities:

- Highly organized and extremely flexible
- Able to manage multiple priorities and tasks effectively
- Ability to relate well with people
- A leader in emulating the motto of "The Other Fellow First"
- Human relations experience in managing staff

Essential Job Functions:

1. Design, deliver and evaluate camp programs that meet the needs and interests of Camp Daggett's target populations and ensure their delivery in a safe and quality manner.
 - Remain current with information on the developmental needs of youth.
 - Annually, seek and analyze input from youth, families and staff regarding the quality, safety and enjoyment of the program and staff.
 - Develop and implement crisis and risk management procedures.
 - Ensure delivery of programs and activities appropriate to the populations served by Camp Daggett.
2. Oversee the financial management and fund development operations to allow for adequate annual funding and to meet long-term goals.
 - Develop and monitor the budget for the camp operations
 - Support the development and design of long-term fundraising strategies for the camp program and facilities.
3. Work with appropriate staff and Board Committees to design and implement a marketing plan to maintain capacity in camper attendance and increase camp usage.
 - Prepare and analyze enrollment trends.

- Develop and implement recruitment and retention strategies.
4. Implement human resource management practices in concert with program directors to recruit and retain seasonal and yearround staff.
 - Recruit talented staff based on program management requirements and anticipated future needs.
 - Hire, train, supervise and evaluate all direct report staff.
 5. Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
 - Conduct annual assessment of property and maintenance needs.
 - Prepare annual and long-term property plan.
 - Possess basic knowledge of maintenance equipment, office equipment and kitchen equipment as well as the ability to drive any of the camp vehicles.
 6. Oversee the daily operation of all camp operations, including, but not limited to food service, programs, business and staff supervision of all Camp Daggett participants as it relates to their physical and emotional safety.
 - Oversee the business management functions of the camp including financial record keeping, budgeting, office operations, camp store, etc.
 - Oversee the systematic approach to database management for campers, families, alumni, and donors.
 - Work collaboratively with internal and external groups to ensure the enhancement of the camp operations.
 - Assure sufficient coverage and training of staff in all health care issues.
 - Promote at all times the Full Value agreement of being safe, working as a team and speaking up.
 7. Coordinate and improve the use of technology in all operations of Camp Daggett, including but not limited to communication, recordkeeping and finance.
 - Proficient in use of the computer and related word processing, data management and internet computer functions and any specific software used by Camp Daggett.
 - Seek to increase the online presence of Camp Daggett through all available technology.
 8. Other activities, from time to time, as required by the Board of Directors.

Compensation and Benefits:

- Salary Range - mid to upper 60's, negotiable
- BCBSM Health Insurance Plan
- 3%40 1K Retirement Contribution
- PTO