

Camps Newfound and Owatonna

Executive Director Job Description

The Position:

The Executive Director for Camps Newfound and Owatonna is the primary leader for the organization. Under the oversight of the Board of Trustees (the Board), he/she provides vision and direction for the organization, while managing operations and leading fundraising activities. The Executive Director hires and manages the Directors (Newfound and Owatonna Directors, Operations Director, Facilities Manager, Communications Director, and Family Camp and Creative Arts Directors), as well as the seasonal joint camp staff (Trips Coordinator, Boat Director, Christian Science Nurses, and Christian Science Practitioners); and represents the organization in the local community and the Christian Science field.

The Executive Director ensures that the values of Camp are expressed consistently in an environment where Christian Science is lived and loved by all involved. The Executive Director is a humble leader who allows the Camp Directors to be the “face” of Camp for parents and children, while acting as a spokesperson for Camp around the world.

Our Vision: Christian Science lived and loved through a great summer camp experience.

Our Mission: is to nurture growth, healing, and trust in God, to

- Love one another
- Be the best
- Give gratitude
- Have fun

- in a safe and loving environment.

Primary Responsibilities:

Leading and Managing Camp Operations

- Daily metaphysical support for Camp.
- Develops a staffing structure that supports the efficient delivery of programs and services, including hiring, managing, and mentoring the Directors.
- In close collaboration with the Directors, oversees the development, implementation, and evaluation of programs and services that support the mission of the organization.
- Supports Camp Directors with enrollment and recruiting staff for all camp sessions.
- Ensures that all camp programs are run safely and are enriching for all campers, staff, and families.
- Responsible for the overall health and wellbeing of campers and staff working closely with the Directors, Christian Science Nurses, and Practitioners.
- Implement and revise personnel policies, as needed, and manage the staff performance review process.
- Consults with external legal counsel, as needed, regarding application of local, state, and federal laws including the camps’ religious / non-medical exemption.
- Maintains a proper joy/challenge balance for fun filled summers of significant growth for the campers.
- Works effectively with the Directors to establish and achieve goals, fulfill the Camp vision, and maintain proper balance between all key stakeholders (e.g., alumni, donors, families).
- Responsible for the security and maintenance of all Camp property and facilities.

- Responsible for the opening and closing of Camp and business office, working with the entire staff to effectively manage this process.

Strategic and Financial Planning

- Responsible for vision of Camp's future - involves balancing commitment to valuable camp traditions with current realities and future opportunities; solicits key stakeholder input to inform this vision including Directors, Board, and community participants.
- Develops strategic and capital projects plan for the organization, working closely with the Board, as well as operating goals that stem from those priorities.
- Leads fundraising efforts, including supporting the Board's involvement in fundraising, personally cultivating and soliciting donors, and developing sustainable fund-raising plans and processes for the organization.
- Collaborates with the Board and Camp Accountant to develop an annual budget prior to the start of each fiscal year (October). Plans for adequate cash flow to cover annual operational needs and promote fiscal responsibility throughout the organization.
- Provides regular, timely financial statements to the Finance Committee and Board that compare performance to budget, including the annual financial review performed by an independent accounting firm.
- Conducts multiyear financial analysis, reviewing trends, and engaging the Board in discussions about financial stability, sustainability, and stewardship of Camp funds including the development of adequate operating reserves.
- Oversees and manages all Capital Projects including negotiation of insurance settlements, negotiation of project scope and cost, signs all contracts, and works with the board-approved Building Committee.
- Conducts annual insurance review and establishes annual coverage of Camp's property and personnel.

Board Participation

- Collaborates with the Board Chair to develop monthly Board meeting agendas and prepares relevant information and reports ahead of these meetings.
- Works closely with Board Chair and Board Committees; participates in committee meetings as needed.
- Provides a monthly Executive Director's report, regular financial reports, and other timely reports to the Board (as requested).
- Works with the Board Campership Committee vetting applications, communicating with applicants, and actively advising on the awarding of campership aid.

Broader Camp Relationship Management

- Ensures compliance with all local, state, and federal legal requirements.
- Builds positive relationships with nearby summer camp organizations, the local community, and the broader Christian Science community. (Examples include coordinating efforts for inter-camp activities; staying abreast of local Maine policies; maintaining relationships with other Christian Science organizations, etc.)
- Oversees the operations of all Camp marketing activities, including social media outlets and technological and database platforms.
- Oversees American Camp Association (ACA) accreditation process, which occurs every 5 years.
- Leads the planning process for Camp reunions, typically every 5 years; Includes hiring 1-2

reunion coordinators to support these activities.

Other

- Works full time during the off-season, and camp hours while Camp is in session.
- Coordinates and leads staff meetings (at least weekly)
- Is in residence at Camp and oversees the entire summer program period including Memorial Day Weekend Cleanup, Pre-Camp, Newfound-Owatonna summer camp, Family Camp, Creative Arts, All-Camp Meetings, Reunions, and Alumni Events.
- Lives within easy access to Camp year-round.
- Is available to travel in the off-season for conferences, development work, and in-person board meetings.

Experience and Qualifications:

- Education: bachelor's degree or higher.
- Management and leadership experience, preferably in a non-profit environment.
- Familiarity with Camps Newfound and Owatonna preferred
- Class taught with a strong metaphysical foundation and an active church member.
- Ability to teach Sunday School, and experience engaging with Christian Science youth
- Experienced leader, team builder, mentor, and manager.
- Thinks broadly and strategically and can hold others accountable for details without micromanaging.
- Effective interpersonal and communication skills, with the ability to engender trust, respect, transparency, and camaraderie with full-time staff leadership team and interact equally well with board, alumni, parents, staff, and campers.
- Exercises sound judgment and a willingness to consult with others - especially when emergencies or unexpected matters arise.
- Proven ability to discern individual strengths, provide direct feedback when necessary, encourage skill development in a supportive way, and compile a team that complements one another.
- Excellent organizational and follow through skills to manage multiple priorities and activities at once. Delegates effectively. Ability to develop flexible, yet sustainable systems and processes pertaining to the effective operation of camp programs and business operations.
- Ability to manage the annual budget and oversee financial management of an organization effectively. Works closely with camp accountants on financial planning and reporting.
- Familiarity with online collaboration tools such as Google Drive, Zoom meetings, as well as Microsoft Office 365 and Camp Brain software.
- Fundraising skills: willingness and ability to lead the development of fundraising programs and direct cultivation and solicitation of donors.

Personal Qualities:

- Loves working in camp environment for the benefit of children
- Spiritually minded
- Understands and leads by Camp's mission, vision, and core values
- Humility – works for the common good
- Flexibility – can adjust to the changing demands of Camp

- Appreciates Camp's simplicity
- A self-starter
- A good listener
- Dedicated
- Focused
- Persevering
- Service-oriented
- Joyful

Salary and Benefits:

A competitive salary and benefits package is offered along with seasonal housing on camp property at Loon Lodge.