

JOB DESCRIPTION

CAMP COURAGEOUS CEO

JOB SUMMARY:

In keeping with the philosophy and mission of the camp, to execute policy formulated by the Board of Directors, and to fulfill all responsibilities as directed by the Board.

RESPONSIBLE TO: The Camp Courageous Board of Directors

GENERAL RESPONSIBILITIES:

The CEO will be the chief administrative officer of the corporation with sole responsibility for its efficient functioning. The CEO shall maintain the authority to conscientiously delegate operational responsibilities as deemed necessary for the good of the corporation.

SPECIFIC RESPONSIBILITIES:

In keeping with the philosophy of the camp, to execute policy formulated by the Board of Directors, and to fulfill all responsibilities essential to the overall administration of the camp.

Marketing & Public Relations

- The chief fundraiser for the camp. All fundraisers will go through the CEO for the purpose of planning and organization to prevent overlapping.
- Be available as a public information resource for the purpose of disseminating the Camp Courageous story to groups, persons, and organizations.
- Shall be appraised at all times regarding operations/sources that may contribute to the financial benefit of the corporation as well as actively pursue a viable ongoing fund-raising program.
- Administer public relations through all forms of media, by composing news releases, public service announcements, etc.
- Will oversee the compiling, editing, publishing, and mailing of the camp newsletter four times a year.
- Will oversee all "Open to the public" events at the camp.
- Is responsible for updating camp information and pictures for use in presentations, newsletters, media, etc.
- Responsible for reviewing all material going from the camp to the general public.
- Provide tours of the camp upon request.

Team Development & Staff Oversight

- Has the responsibility and authority to employ and discharge all personnel.
- Has the overall responsibility and authority for the number employed, salary, and wages of all personnel.
- Supervise the evaluation of staff members.
- Direct reports include: COO/HR, CFO, Administrative Assistant

Administrative Operational Oversight

- Recommend policies, programs, and plans and direct them to the appropriate committees of the Board.
- Inform board members on the operation and disposition of the corporation's status.
- Serve as an ex-officio member of the Board and all committees. He/she will at all times be subject to and accountable to the Board.
- Prepare an annual budget for consideration by the Board of Directors.
- Serve as the purchasing agent for the full Board and shall have authority to purchase supplies and equipment under such terms and regulations as might be prescribed by the full Board.
- Examine and approve for payment of all bills and claims.
- Make such rules and regulations regarding routine matters in the operation of the camp which have not otherwise been specifically provided for by the By-Laws or otherwise by the full Board.
- In the absence of specific rules and advice to the Board, assume any authority and perform any duty that a particular situation unforeseen or suddenly arising may demand.
- Is the only authorized employee to sign checks and make withdrawals from savings or any other camp account.
- Responsible for overseeing all accounts that use the camp's name.

QUALIFICATIONS:

- Bachelor's degree in business/administration or related field, or comparable experience.
- Experience in: Fundraising, public relations, administration, programs for individuals with disabilities, camping programs, or related areas.
- Contact in both the profit and non-profit sectors.
- Ability to plan, organize, communicate, make decisions, influence, coordinate, and evaluate.
- Strong communication and interpersonal skills, specifically strengths in building strong long-term relationships and diplomacy.
- Familiarity with computer-based data management.
- To have a personality that will serve as an excellent example to all other staff exemplifying dedication, punctuality, positive attitude, thoroughness, dependability, initiative, judgment, interpersonal relations, organization, innovativeness, and enthusiasm.

APPLY HERE: <https://campcourageous.org/apply-for-job/>