

**Adam's Camp Job Description**  
**July 1 2017**

**Position: Executive Director**  
**Position Status: Full Time**  
**Reports to: President of the Board of Directors**

### **Organization Overview**

When a child has special needs, the entire family has special needs. The mission of Adam's Camp is to realize the potentials and develop the strengths of children and young adults by bringing together families with professionals and volunteers to collaboratively provide customized, intensive therapy, family support, and recreation in a camp environment.

Adam's Camp envisions a world where children with special needs and their families are empowered with the courage, hope, skills and tools for a lifelong journey of realizing potentials and developing strengths.

The core culture of our organization is built upon these truths:

1. A child is best served within the context of the family
2. All individuals have life-long potential for growth
3. Our community is richer for the inclusion of all members.

We value:

- > An environment that is supportive, caring, responsive and fun
- > Integrity, transparency, honesty and respect
- > Fiscal responsibility
- > Innovation, quality and affordability
- > Community partnerships
- > Family.

### **Job Overview**

The Executive Director is the chief person responsible for the successful implementation of our signature programs and for all aspect of the organization's systems and structures.

By working with Board members and staff, the Executive Director leads the organization in areas including:

1. Financial Health
2. Personnel
3. Communications and Public Relations
4. Board of Directors
5. Planning and Implementation of Programs and Strategies
6. Fundraising and Community Development
7. Administrative.

**Specific Duties are described below but the list is not intended to be an exhaustive list of all tasks, responsibilities, or qualifications with this job.**

### **1. Financial Health**

**The Executive Director oversees the development of the annual budget, provides standard financial controls including annual audit, ensures compliance with all Federal and State tax laws, oversees production of the annual report, and maintains a balanced budget. The Director of Finance and the Board of Directors work closely along with the Executive Director in all aspects of financial management. Work with the Investment Committee to monitor investment management to maintain and maximize security and growth.**

### **2. Personnel**

**Effectively hire, manage and develop direct reports. Supervise indirect report personnel to ensure compliance with regulations and consistency with policies and procedures. Create an office culture consistent with our values statement. Employment policies and procedures, human resource strategies, and all legal requirements are to be maintained and compliance should be ensured. Training, evaluations, and professional development should be effective in recruiting, developing, and maintaining highly qualified staff. The Executive Director has the authority to conduct hiring and, if necessary, dismissal of an employee. The Executive Director provides support for all positions within the organization.**

### **3. Communications and Public Relations**

**Working with the Director of Communications and the Board, the Executive Director is responsible for the development and implementation of an effective broad-based communication plan which increases community awareness of our programs in a timely manner. The communication plan should generate exposure and provide opportunities for the development of relationships with community partners. Participation in public presentations, media releases, and speaking at events is key.**

### **4. Board of Directors**

**Provide leadership in the development of the Board of Directors including training, reports of programs and outcomes, presentations, and introduction to community leaders and partners. Assist the Board with long range strategic planning for the organization, committee work, and with fundraising. Work with the President to prepare for each Board meeting including creating agendas, materials and reports for discussion. Attend all Board meetings as an ex-officio member. Report to the Board on the performance of the organization including programs, finance, development, and community relations. Keep the President and Executive Committee apprised of progress on goals and objectives, and issues about employment, promotion, and disciplinary actions of employees in a timely fashion.**

### **5. Planning and Implementation of Programs**

**Ensure the necessary resources, procedures, training, and systems are accessible and**

effective for the daily operations and provision of Adam's Camp signature programs. Work with the Board of Directors and staff to provide direction and planning for program development and evaluation. Effectively and efficiently use committees, volunteers, financial resources and staff to produce programs consistent with our mission and vision. Ensure proper licensure, State and Federal requirements, and risk management policies and procedures are complied with at all levels. Work with Outreach sites to maintain a presence within the Outreach sites, and help lead, as a representative of Colorado, the broad goals and objective of the Outreach program.

#### **6. Fundraising and Community Development**

Oversee with the Director of Development and the Board of Directors, a thriving fund development program. Ensure effective strategies nurture our core donor base, support and expand effective fundraising events, and successfully identify and develop new donors and sponsors. Develop business strategies to secure community partners committed to our growth. Provide resources and training for an effective development program.

#### **7. Administrative**

Oversee management of the facilities. Update organizational policies and procedures routinely, work with Outreach among all Adam's Camp sites as determined with input from the Board, and effectively use available resources for maximum impact in programming and daily operations.

#### **Essential Skills and Knowledge**

This position requires demonstrable experience in managing staff, creating strategic plans and initiatives, managing a budget and overseeing communications and development.

A heart-felt comfort and understanding of the special needs community is required.

Excellent oral, written and public speaking skills is key. Business acumen in the workings of a non-profit organization are key, as is innovative and entrepreneurial thinking as it relates to creating programs and funding.

A "corporate presence" balanced with a family mentality that will be flexible with organizational growth and new opportunities is vital.

Skills in managing conflict and identifying priorities should be demonstrated. The ability to build trusting relationships with the staff, families served, and the Board of Directors is imperative. Being comfortable with a local as well as national presence is important.

Education: A BA/BS is highly preferred.

Required Experience: Minimum 5 years

*To Apply:* Please forward, via email, your cover letter (addressing how you meet “What we are looking for”), resume, and salary requirements to our Search Committee Chair, **Pat Colip**, at [colipgirls3@gmail.com](mailto:colipgirls3@gmail.com). **Please use “Executive Director Adam’s Camp” in the email subject line. All application information must be received via email – no hard copies will be accepted. No phone calls, please.**

-----