

## **Job Title: Executive Director**

Wonderland Camp

December 2011

### **Summary of the Job**

The Executive Director at Wonderland Camp is the leader of the camp, responsible for fulfilling its mission and making sure all aspects work together effectively. The Executive Director upholds all professional, safety, and American Camping Association standards for the camp; manages the professional staff; leads strategic, long-term planning; handles fundraising, budgeting, and financial administration; and leads marketing and public relations. He or she will work closely with the President of the Foundation Board of Directors and the Board itself to achieve all the goals of the camp.

### **Education, Skills, and Experience Required**

- Strong personal desire to make a positive impact on people with disabilities and their caregivers
- Demonstrated leadership ability in a camping, special education, or school setting (or similar)
- Business, nonprofit management, or other applicable college degree preferred
- Demonstrated fundraising experience
- Ability to handle many different responsibilities at once
- Ability to interact professionally with campers, parents, the disabled persons community, Board members, donors, and service organizations who care about the camp
- Good public speaking skills
- Competence with email, Internet use, and Microsoft Word and Excel
- Upon employment, must live within reasonable driving distance of the camp

### **Job Expectations**

- Oversee all operations of the camp to ensure it meets ACA standards and is a place of safety, enjoyment, and respite for the campers and their caregivers
- Ultimately be responsible for all staff (professional and seasonal), plus serve as the immediate manager for the Program Director, Year-Round Caretaker, and the Executive Administrative Assistant
- Oversee and execute fundraising activities in order to raise the amount budgeted by the Board and the Executive Director during the annual budget planning meeting
- Manage and be responsible for the camp budget, purchasing, and anything else related to finances, including getting signed contracts with all vendors and contractors
- Use a camp-provided credit card when needed, filing expense reports within two weeks of the expense and ensuring the expense is categorized properly
- Oversee all camp maintenance of the facilities and equipment
- Oversee the maintenance of camp records and history

- Along with Board of Directors, manage all marketing and public relations, especially in the Missouri community and with advocate groups for disabled people
- Create and constantly update a long-term strategic plan for the camp that advances the camp's mission and maintains the success of the camp
- Interact with donors, the Board, and other camp supporters and potential supporters to promote the value of the camp and maintain its excellent reputation, including communicating at least twice a month by phone with the Board President and Personnel Chair and sending a monthly update memo to the full Board
- Set up and maintain effective relationships with outside groups who contribute time and money to camp, such as the Missouri Jaycees, the Missouri Muleskinners, church groups, and other service organizations
- Assist with other tasks as requested by the Foundation Board of Directors or as needed by the camp at any time

### **Work Hours**

- September through March: Minimum 30 - 40 hours per week on site and in travel
- April through August: Minimum 45 - 50 hours per week on site and in travel; available on call for emergencies while camp is in session
- In all cases, the Executive Director is responsible to make sure he or another professional staff member responds to phone messages and emails every business day of the year.

### **Compensation**

- Annual salary and annual bonus opportunity based on meeting performance objectives
- Medical insurance at a cost of 30% of the camp's group rate (subject to change); begins on the first of the month following the first day of employment
- Life insurance at an amount determined by the Board
- Retirement contribution made by the camp equal to 3% of wages earned each year
- Eligible for annual bonus based on personal performance and the camp's year-end results
- Vacation: 1 week during the first year of employment; 2 weeks after three years of employment; 3 weeks after five years of employment. Vacation may not be taken between May 1<sup>st</sup> and the last day of camp for the summer. Executive Director is responsible for designating someone else to be in charge and available when he/she is on vacation and to ensure that calls and correspondence will continue to be handled during that time.
- Summer Shut-Down: 1 week of paid time off immediately following the last week of camp
- Holiday Shut-Down: 1 week of paid time off between Christmas Day and New Year's Day
- Sick Leave: 5 sick leave days per year, accumulating up to 20 total days
- Meals at camp during the camping season
- Optional upon hire: Residency in the house on camp property for a monthly rent of \$500 per month, with utilities and maintenance paid by the camp