



Camp Quality Michigan Executive Director

Job Title: Camp Quality Michigan Executive Director

Reports To: Regional Director

Status: Exempt

Salary/Pay Rate: \$55,000 to \$60,000

Position Type: Fulltime - Deployed

Camp Quality USA seeks an experienced leader to manage Camp Quality Michigan's resident camp and programs, serving children affected by cancer and their siblings in the state of Michigan and northern Indiana. Reporting to the Regional Director, specific responsibilities include:

- Develop and manage all fundraising, maintaining, and building key funding relationships
- Ensure high quality camp management and programs
- Manage volunteer Camp Operating Committees
- Expand capacity by building statewide healthcare relationships and marketing overall

Camp Quality USA Mission & Background

Our mission is to serve children affected by cancer and their siblings and families by providing year-round programs, experiences, and companionship, at no cost. Camp Quality promotes hope and inspiration while helping children foster life skills and develop their full potential.

Camp Quality Michigan is a part of Camp Quality USA, which hosts week-long overnight summer camps at 18 locations in 13 states. Most of our locations offer additional year-round events including teen weekends, family overnights, sibling retreats, reunions and much more. Camp Quality USA is dedicated to offering not only opportunities for campers to be kids, but also for their families to spend much needed time together. Camp Quality Michigan manages six summer camp programs, and year-round family and youth program opportunities.

Position Summary

The primary task of the Executive Director is to manage all aspects of the Camp Quality Michigan camps, programs, and business including overall quality and access to programs, adherence to all policies, guidelines and standards including the safety, healthcare, liability, accounting, volunteer policies, staffing, public relations, fundraising, personnel, and volunteer management needs. The Director is appointed by the Regional Director of Camp Quality USA, Inc.

At all times, the Executive Director should be focused on maintaining the integrity of Camp Quality USA, Inc. This position is the primary manager of all the Camp Operating Committees (COCs).

Primary / Essential Functions

Manages all aspects of Camp Quality Michigan's summer camp and year-round programs. Abides by and enforces all policies and guidelines in the Administrative Policies and COC Manual, Healthcare Manual, Accounting Manual, and Volunteer Training Manuals, including but not limited to key activities described below.

- Provides annual budgeting, fundraising and grant acquisition on behalf of Camp Quality Michigan
- Ensures that regular local COC meetings are held, and minutes recorded and that meetings are utilized to keep every member informed of the progress of every other member
- Meets with the Camp Directors at least quarterly throughout the year
- Oversees the COCs overall and ensures that each new member receives proper training and support for his/her responsibilities
- Manages all financial aspects in coordination with the Regional Bookkeeper, as outlined in the Accounting Manual for the local organization
- Ensures that all information and forms are submitted to Camp Quality USA, according to the yearly schedule
- Responsible for all aspects of statewide marketing and community relations, ensuring that the Camp Quality USA and Camp Quality Michigan's logo is protected and used only as authorized in the Style Guide by Camp Quality USA

Additional Responsibilities:

- Builds relationships within their Region as well as with other Camp Quality camps to include exchanging ideas, sharing resources, and building support networks
- Recognizes and develops leadership within the COCs among the camp volunteers, providing backup candidates for critical positions
- Encourages the volunteer staff to promote the local camps – seeking campers, volunteers, fundraisers, and overall awareness
- Ensures that funds raised for Camp Quality Michigan and/or Camp Quality USA, the national entity, are promptly transmitted to the Regional Bookkeeper of Camp Quality USA, Inc.
- Ensures that media interviews are supervised, in coordination with the Regional Director, by the Executive Director (or their selected adult representative), with reference to the parents' wishes
- Attends and/or sends a minimum of two representatives from each camp from Michigan to the annual National Meeting
- Responsible for the overall content of the Camp Quality Michigan website and social media sites and will ensure information protects the integrity of Camp Quality USA
- Ensures that an annual camp memory video/book is produced; and that all Camp Quality USA locations within the United States are listed as well as information regarding the establishment of a Camp Quality USA

Work Environment:

The work is both inside in a home office/remote work environment and outside in heat/cold, wet/humid, dry/arid conditions. The employee needs to be able to work in an environment exposed to environmental allergens including but not limited to dust, mold, and pollen. The noise level in the work environment is usually moderate.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is regularly required to lift and/or move items that weigh up to 50 pounds. This is an active role that regularly requires reaching, standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing stairs. The employee is frequently required to walk outside on uneven ground. This position also requires sitting at a desk for extended periods of time. Extended computer use is required.

Travel:

Travel is required to attend camps, programs, events, and meetings, as assigned.

Required Education and Experience:

Bachelor's degree preferred and five or more years of nonprofit program leadership and staff management.

A minimum of 4 years' experience developing, leading, and executing successful youth-based programs

Excellent computer skills including MS Excel and data entry.

Possesses good organizational skills and attention to detail.

Ability to analyze and deal with complexities.

Works well with minimal supervision as well as the ability to effectively collaborate with others.

Additional Eligibility Qualifications:

Must pass background check.

Ability to work from a home-based office.

Interested candidates should apply by forwarding a cover letter, resume' and three references to:

joinourteam@campqualityusa.org.