

FIELD MANAGEMENT DIRECTOR JOB POSTING

POSITION TITLE

Field Management Director

ABOUT THE COMPANY

Camp Quality USA is a non-profit organization dedicated to creating uplifting experiences for children facing cancer. We are seeking a dynamic person to join our team and contribute to our mission of spreading joy and support to these incredible kids. Please visit our website for more information www.campqualityusa.org.

POSITION SUMMARY

This position is Camp Quality USA's boots on the ground with responsibility for the management of all aspects of our local initiatives including employees (13). Currently Camp Quality USA operates 11 weeks of overnight camp in 12 different states. Additionally, we offer family/weekend programming and fundraising events. The Field Management Director will help ensure that all of our programs and other initiatives serve and uphold Camp Quality USA's high standards and commitment to quality.

RESPONSIBILITIES

- Responsible for overseeing and managing the regional/camp fundraising/development budget and goals.
- Accountable for the supervision and administration of state and federal compliance, as well as industry best practices. This encompasses, but is not restricted to, ensuring compliance with state regulations for camp programs and fundraising, potential ACA accreditation, Gold Ribbon accreditation, adherence to risk management and insurance requirements, and overseeing intercompany training and support.
- Supervise and lead all regional/camp personnel, encompassing tasks such as recruitment, onboarding, training, and performance management.
- Manage all financial aspects and practices for regional/camp operations, which include budget approval, accountability, and ensuring compliance with policies and procedures.
- Take charge of both existing and new hospital partnerships.
- Maintain responsibility for the content and updates of pertinent Camp Quality USA manuals and policies falling under the scope of the position.
- Assists with the creation of the annual budget for Camp Quality USA.
- Works collaboratively with team members to produce an annual report annually.
- Assumes a role as a liaison on a board committee.
- Remains updated on the industry best practices and trends related to for childhood oncology camps and non-profits; actively sharing this knowledge to benefit CQUSA.
- Demonstrates psychological safety competencies, fostering an inclusive environment across the organization by enhancing conflict resolution skills and addressing microaggressions. Promote better relationships, understanding of diverse attitudes and values, and abilities to the creation of conditions that encourage compassionate and empathetic communication through speaking and listening.
- Demonstrates self-awareness, self-management, social awareness, and relationship management in daily interactions. Encourage teammates to express their emotions, opinions, and ideas freely and respectfully. Provide them with constructive feedback and coaching.

- Collaborate in devising and executing operational initiatives and programming aimed at fostering equity, diversity, inclusion, belonging, and accessibility throughout across the organization.
- Acts as a valuable resource and support hub for the entire organization.
- Participates in Board of Directors and committee meetings upon request.
- Upholds rigorous confidentiality standards of all information.
- Enhances community awareness and comprehension of Camp Quality USA.

TRAVEL

Frequent and prolonged travel is required to attend events, meetings, and conferences. During the months of June-August, this is expected to be 80% of working time. During the remainder of the year, it is estimated to be 20% of working time.

REQUIRED EDUCATION AND QUALIFICATIONS

- Bachelor's degree
- Requires a minimum of 7 years of professional experience with a focus on organizational management for at least 3 years, including supervising remote managers and staff, as well as effective volunteer management. Experience in youth camping organizations preferred.
- Expertise in development, covering various facets of a thriving fundraising program, including: major donor solicitation, organizing special events, executing annual appeals, and managing online solicitation.
- Demonstrates excellent interpersonal, verbal and written communication skills.
- Works efficiently and autonomously.
- Possesses strong organizational skills and attention to detail.
- Proficient in analyzing information and adept at handling complexities.
- Excels both in working independently with minimal supervision as well as the ability to collaborate with others.

PREFERRED QUALIFICATIONS

Skills

- Proficient in leveraging web-based technology and Customer Relationship Management (CRM) platforms.
 - Demonstrates excellent computer skills including MS Excel and data entry.
- Possesses specialized content expertise in the field of camps catering to special health needs

Behaviors

- Innovative: Consistently introduces new ideas and demonstrates original thinking
- Leadership: Inspires and motivates teammates to follow with enthusiasm and commitment-
- Dedicated: Committed to a task or purpose, demonstrating unwavering loyalty or integrity.
- Team Player: Collaborates effectively as a valuable member of a group.
- Relationship Building and Maintenance: Cultivates relationships that cross internal and external organizational boundaries; fostering consensus and thriving in group settings.
- Influence and Persuasion: Possesses Has the ability to sway others to their viewpoint; earning-is trust and respect for their perspective while actively seeking mutually beneficial solutions.
- Facilitation: Ensures integrity of process; providing a platform for all voices to be heard; embracing differences of opinion and maintaining neutrality while facilitating a group dynamic.

Motivations

- Entrepreneurial Spirit: Motivated by the opportunity to pioneer and new ventures within the business, fostering innovation and growth
- Ability to Make an Impact: Driven by the desire to excel and contribute significantly to the success of a project or the organization, aiming for tangible and meaningful outcomes.

- Self-Starter: Motivated to perform autonomously, demonstrating the ability to initiate and excel without external assistance.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Must pass background check
- Ability to work from a home-based office.

BENEFITS & WAGES

This is a full time, exempt position with a salary range of \$65,000-\$75,000. Camp Quality USA also offers medical coverage, 3% SIMPLE IRA match, generous paid time off and 12 paid holidays. This is a virtual/home based position.

HOW TO APPLY

- Submit your resume and cover letter to Karen Rendell karen.rendell@campqualityusa.org by end of the day April 5, 2024. Priority will be given to candidates residing in Michigan, Ohio, Indiana, Illinois, Kentucky, Missouri.

Camp Quality USA is an Equal Opportunity Employer that strives to provide an inclusive work environment, a seat at the table, and embraces the diverse talent of its people. All qualified applicants will receive consideration for employment without regards to race, color, ethnicity, disability, religion, national origin, gender, gender identity, gender expression, marital status, sexual orientation, age, protected veteran status, or any other characteristic protected by law.