



ADMINISTRATIVE DIRECTOR JOB POSTING

POSITION TITLE

Administrative Director

ABOUT CAMP QUALITY USA

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

The Administrative Director serves as a liaison between the Board of Directors, committees, and the Leadership Team. The Administrative Director must enjoy working within an environment that is mission-driven, and be results-driven, detail-oriented, and a creative problem solver. The ideal individual will have the ability to exercise good judgment in a variety of situations and will possess strong written and verbal communication, administrative, and organizational skills. The ability to maintain a realistic balance among multiple priorities is imperative. The Administrative Director must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

RESPONSIBILITIES

- Serve as a liaison to the Board of Directors
- Act as a project manager for all committees, attending and task managing each meeting.
- Act as project manager with the CEO in strategic communications, organizational strategy, and all other special projects as assigned
- Manage state compliance procedures, including submission of annual reports, charitable solicitation renewals, and other processes as needed.
- Manage insurance-related tasks, including submission of policy renewal documents and communication with brokerage. Procure Certificates of Insurance for camps as needed. Work with CEO and camps to ensure Camp Quality USA property and programs are sufficiently insured and compliant.
- Manage any changes and updates to Camp Quality USA's bylaws, articles of incorporation and any other legal undertakings.
- Manage supply acquisition and distribution
- Provide calendar management; prioritize inquiries and requests, troubleshoot conflicts with little guidance, make judgments and recommendations to ensure smooth day-to-day engagements
- Support CEO with internal and external communications
- Conduct research and analysis on issues of interest to the CEO, BOD, and Leadership Team
- Prepare and edit correspondence, presentations, reports, and memos for the CEO

- Complete expense reports for CEO
- Organize meeting logistics for convenings, conferences, retreats, and board meetings.
- Maintain quality filing and communications systems including contact management, document management, and archiving
- 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 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 the organization.
- Acts as a valuable resource and support hub for the entire organization.
- Upholds rigorous confidentiality standards of all information.
- Enhances community awareness and comprehension of Camp Quality USA.
- Regularly attends staff meetings and required events.
- Other duties as assigned

TRAVEL

Limited travel is required to attend events, and meetings, or visit other departments. Travel requirement is 15%.

REQUIRED EDUCATION AND QUALIFICATIONS

- Five years of experience in the nonprofit sector, preferably in administration or operations
- Strong interpersonal skills, including the ability to take initiative, multi-task, be a team player, be flexible, adapt to shifting priorities, and prioritize work
- Excellent communication skills, both verbal and written
- Demonstrated writing and analytical skills
- Excellent organizational skills, commitment to accuracy and attention to detail
- Ability to access a wide range of sources and networks for information
- Good judgment and ability to function independently
- Good working knowledge of Microsoft Office Suite and Teams
- Ability to handle sensitive and confidential situations with diplomacy
- Highly experienced in electronic communications

PREFERRED QUALIFICATIONS

Skills

- Proficient in leveraging web-based technology and Customer Relationship Management (CRM) platforms.

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 the ability to sway others to their viewpoint; earning 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, nonexempt position with a salary range of \$45,000-\$55,000. 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 October 13, 2024. Priority will be given to candidates residing in Michigan.

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.

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.