



Executive Director Job Posting

POSITION TITLE

Executive Director

ORGANIZATION PROFILE

Camp Kirk empowers neurodiverse kids and youth to reach their potential through recreational programs. Within a small and nurturing community, our programs emphasize strengths so participants can develop confidence, connection and community.

REPORTING TO

Friends of the Learning Disabled, Camp Kirk ("Camp Kirk") Board of Directors, through the Chair.

POSITION SUMMARY

The Executive Director is responsible for Camp Kirk's successful leadership and management according to the strategic direction set by the Board of Directors.

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan for Camp Kirk.
- Advise the Board on all aspects of Camp Kirk's activities.
- Identify, assess and inform the Board of Directors of internal and external factors that affect Camp Kirk.
- Keep the Board informed of significant issues affecting the development and delivery of programs and services.
- In addition to the Chair of the Board, act as a spokesperson for Camp Kirk.
- Represent Camp Kirk at external activities and events to enhance the Camp's profile.
- Oversee development and implementation of orientation for incoming Board Members.
- Lead the organization with the values of diversity, equity, inclusion and justice as guiding principles

Operational Planning and Management

- In concert with the Camp Director, oversee the planning, implementation and evaluation of Camp Kirk's programs and services and ensure that they reflect the Camp's mission and the Board's priorities.
- Oversee the efficient and effective day-to-day operation of the organization.
- Supervise the Camp Director to ensure they are executing their duties to manage the day-to-day delivery of the Camp's programs and

services.

- Supervise the Development Director to ensure they are executing their duties to manage Camp Kirk's fundraising initiatives.
- Oversee the planning, implementation, execution and evaluation of special projects.
- Draft policies for Board approval and prepare procedures that implement policies; review existing policies annually and recommend changes to the Board as appropriate.
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained.

Fundraising

- Collaborate with the Board of Directors and its Fundraising Committee to create and implement a fundraising plan that will increase revenues to support the Camp's strategic direction.
- Develop fundraising policies and procedures as needed and ensure that ethical fundraising practices are followed.
- Foster a culture of philanthropy within the Camp Kirk community.
- Develop a comprehensive communications plan to promote Camp Kirk to its donors and maximize public awareness of the Camp's fundraising activities.
- Conduct presentations that promote Camp Kirk to potential donors, maximize public awareness of the Camp's fundraising activities and advocate for the needs of our camper community.
- Direct and work in partnership with the Development Director to promote the mission and values of Camp Kirk within our donor community. This includes playing a supporting role in the planning and preparation of fundraising events, as well as hosting and participating in community/donor presentations.

Financial Planning and Management

- Develop and carefully manage an annual operating and capital budget, for approval by the board, and then operate within the approved budget.
- Work with the Board and the Development Director to secure adequate funding for the Camp's operations.
- Coordinate annual filing of financials with the Camp's Auditor.
- Organize effective financial practices and procedures to ensure fiscal responsibility and timely reporting
- Provide the Board with comprehensive, regular reports on the Camp's revenues and expenditures.
- Ensure that the Camp complies with all legislation covering taxation and withholding payments.

Human Resources Planning and Management of the staff

- Directly supervise office employees, and deliver performance reviews to ensure job expectations are being met. Ensure office staff have training opportunities to support their work and development.

- Develop and maintain an *Employee Policy Manual* and ensure all staff are familiar with the organization's policies and procedures.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
- Release staff when necessary using appropriate and legally sound procedures.

Supervise the delivery of programs and services

- Monitor the needs of the Camp Kirk community on an ongoing basis to be aware of the changing context within which Camp Kirk's programs and services are provided.
- Support the Camp Director to develop or revise Camp Kirk's programs and services to meet its community's needs.
- Monitor programs and services to ensure consistency with criteria established by funding sources and the Camp's mission and goals.
- Ensure the structure and vision is in place for the Camp staff to execute programming that aligns with Camp Kirk's mission and values

Risk Management

- Identify and evaluate risks to Camp Kirk's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risk.
- Ensure that appropriate and adequate insurance coverage is carried at all times for the Camp and its Board of Directors.

General Duties

- Initiate and develop relationships with a broad range of community sectors including: communities, all levels of government, other non-profit organizations and business organizations.
- Undertake activities that enhance the visibility of Camp Kirk.
- Represent Camp Kirk on appropriate committees, network and joint projects.

WORKING RELATIONSHIPS

- Lions Club of Camp Kirk Foundation (LCCKF)
- Board and Staff
- Board Committees
- Donors, funders and supporters
- General Public
- Other organizations and funding agencies

QUALIFICATIONS

- 5+ years of successful senior leadership administering the budget, staffing and volunteer needs within a non-profit.
- 3-5 years of fundraising experience and a proven track record of raising major gifts
- Strong communication skills, articulate and persuasive, with well-honed relationship building skills.

- Experience in developing, planning, implementing and evaluating programs and services.
- Experience within the camping industry, and a connection to the disability community are an asset

PERSONAL CHARACTERISTICS

- **Relationship Builder:** You're a people person, and love to be sociable. You're skilled at establishing and cultivating strong relationships with peers, across different levels of the organization, and externally with supporters.
- **Strategic Thinker:** You have the strategic prowess and social intelligence required to help build scalable models that leverage the Camp's brand, assets, relationships and opportunities to meet goals.
- **Mentor:** You enjoy managing and training team members and understand how to maximize their skills and strengths.
- **JEDI Advocate:** You are passionate about supporting the values of diversity, equity, inclusion and justice in your everyday life and within your professional endeavors.
- **Young at Heart:** You love children, and are passionate about youth development.

CONTRACT DETAILS

- Permanent, full-time contract
 - Salary range: \$80,000-\$120,000
 - \$1500/year medical allowance
 - \$400 work-from-home allowance
- Vacation
 - 3 weeks paid vacation
 - 10 days office closure around holiday periods
- Hybrid work setting
 - 75% remote: a strong and reliable internet connection is necessary
 - 25% on-location: 1 day/week in-person at the Toronto city office, occasional on-site work conducting presentations, hosting events, or visiting the camp (Kirkfield, ON). Access to a vehicle for transportation is necessary.

APPLY

To apply, email a resume and cover letter to:

Erica Park-Coutts
Executive Director
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