



MT. HOOD KIWANIS CAMP

Executive Director Position Description

Overview

Mt. Hood Kiwanis Camp (MHKC) seeks an experienced, entrepreneurial and passionate individual to assume leadership of its outstanding recreational programs for children and adults with cognitive, developmental or physical disabilities located in Oregon's Mt. Hood National Forest.

The ideal candidate will demonstrate a willingness to appreciate the endless possibilities and potential of those experiencing disabilities, as well as the proven administrative skills needed to successfully lead this truly unique organization.

This leadership role includes overall management of the organization's highly regarded camp which has been in operation for 85 years on US Forest Service (USFS) land on Mt. Hood. Strategic visioning and planning, supervising and empowering a diverse staff, multifaceted fundraising, and managing a wide variety of office operations located in the Portland administrative office are also essential duties.

Additional responsibilities include supporting board governance activities, enhancing public awareness and support of MHKC, volunteer cultivation and retention, and adhering to strict compliance with camp regulatory requirements.

Experience related to working with children and adults with disabilities, their families and caregivers, and knowledge of adaptive outdoor recreation activities for campers with disabilities is desired. Five or more years of experience as a nonprofit executive or senior manager is strongly preferred, including a proven track record of fundraising leadership.

For additional information about this dynamic, highly regarded organization please visit www.mhkc.org

MHKC is an equal opportunity employer.

Interested candidates should review the position description and qualification criteria below and submit a resume and cover letter to ken@mhkc.org. Please include "Executive Director" in the subject line of your email.

Position is full-time. Application deadline is November 9th, 2018

Essential Duties and Responsibilities

The Executive Director works in partnership with the board, staff and volunteers to manage the overall camp recreation and administrative operations of the Mt. Hood Kiwanis Camp, a 501(c)(3) corporation. Duties include, but are not limited to the following:

Work closely with supervisors and staff to develop, implement, and evaluate a diverse array of adaptive recreational programs for campers with disabilities, and ensure that related contractual and regulatory obligations are being fulfilled. The Executive Director is expected to be available throughout the summer camp session.

Develop effective organizational policies, strategies and measurable objectives to ensure that high quality recreational program outcomes and administrative efficiencies are achieved.

Oversee all financial accounting functions including those necessary for auditing, budgeting, financial analysis, and capital asset preservation in accordance with generally accepted accounting principles and board policy.

Manage all aspects of human resource management, subject to Board approval, for employees including but not limited to: hiring and termination, professional training, developing position descriptions, setting compensation, applying board-approved employee policies and benefits, and maintaining a collegial work environment.

Maintain productive relationships with a wide variety of supporting organizations including the Mt. Hood Kiwanis Camp Foundation, Kiwanis Clubs, the USFS, Portland State University and other area colleges, as well as other groups and institutions that provide financial support, volunteers, and general assistance to MHKC.

Procure a wide variety of foundation, donor and government funding grants and in-kind services in partnership with Development Director. Monitor progress of agreements and maintain documentation to ensure fulfillment of terms including receipt and proper expenditure of funds. Actively participate in the planning and implementation of all special events including an annual auction, walk, and golf tournament. Provide strong leadership in partnership with the board and staff to secure financial sponsorships for these events. Develop a capital campaign strategy to advance the future growth of the organization and improve its camp facilities.

Using board input, negotiate, implement and evaluate a wide variety of vendor service contracts and relationships, particularly for insurance, employee benefits, consultant services, payroll, and banking. Work in partnership with the Mt. Hood Kiwanis Camp Foundation (a separate affiliated entity) to monitor investment activities and reporting requirements to the board.

Responsible for community education and outreach regarding the services provided by MHKC and interaction with donors, campers and their families. Robust public speaking skills are necessary in regards to volunteer recruitment, fundraising, donor education, and community and government relations.

Support all activities associated with the Board of Directors, including staffing for all board and committee meetings, and meeting materials.

Responsible for ensuring that state licensure requirements are met to serve brokerage clients, and all other accreditations necessary for the effective operation of MHKC, such as those of the American Camp Association (ACA).