

# CAMP GALLAGHER

Lakebay, WA



Executive Director



## THE ORGANIZATION

Camp Gallagher is a registered 501c3 non-profit organization providing recreation and experiential learning for youth, teens and families through outdoor experiences in a pristine natural setting. Located alongside the shores of Case Inlet in the South Puget Sound, our 155-acre property, includes 350 feet of uninterrupted westward facing shoreline with stunning views of the Olympic Mountains. The property also has ample sandy beaches, grasslands, wooded forest lands, and a salt-water tidal marsh, providing unlimited opportunity.

Currently we operate a residential summer camp and tripping program for middle and high school students, as well as family camps; woman's camp, men's camp and family camp. Camp Gallagher is an [ACA](#) (American Camp Association) accredited camp and has a distinguished reputation, winning Parent Magazine's [Golden Teddy Award](#) two years in row for Best Overnight and Best Family Camp in Western Washington. In addition to these programs, we offer a variety of opportunities for the community to utilize camp including rental groups, programming for school groups, private and corporate events, and challenge (ropes) course experiences.





## THE OPPORTUNITY

The Board of Directors seeks a highly skilled and motivated leader to serve as the next Executive Director. Alongside the Board, the Executive will lead the organization and have full responsibility for all operations. The Executive Director will build on over forty years of tradition and leverage the organization's success to strengthen and deepen our current offerings and to launch us into our next phase of operations. The Executive Director oversees the total operation of Camp Gallagher including programs, facilities, communications, marketing, volunteer and staff development, financial development, alumni relationships, community relations, and collaborations with community partners.





## KEY PRIORITIES AND RESPONSIBILITIES

- Working closely with the Board, develop a strategic and capital projects plan for the organization, as well as operating goals that stem from those priorities.
- Provide timely reports to Board as requested.
- In close collaboration with the Board of Directors, oversee the development, implementation, and evaluation of programs and services that support the mission of the organization.
- Develop a staffing structure that supports the efficient delivery of programs and services, including hiring, managing, and mentoring the seasonal camp director. Implement and continually revise personnel policies and manage the staff performance review process.
- Oversee seasonal camp directors.
- Design and manage the process of recruiting and enrolling campers in all camp sessions.
- Lead fundraising efforts, including supporting the Board's involvement in fundraising, personally cultivating and soliciting donors, and developing sustainable fundraising plans and processes for the organization.
- Along with the Treasurer, develop a realistic annual budget, and provide regular, timely internal financial statements to the Board that compare performance to budget and to the previous year or other relevant benchmarks. Plan for adequate cash flow to cover operational needs and promote fiscal responsibility throughout the organization.



- Conduct multiyear financial analysis, reviewing trends, and engaging the Board in discussions about financial stability and sustainability, fiscal responsibility, including the development of adequate operating reserves.
- Ensure compliance with all local, state, and federal legal requirements (i.e., Washington State Department of Health and Department of Natural Resources, etc.).
- Manages all aspects of the operations in compliance with the American Camp Association (ACA) accreditation standards and leads the standards review process every five years.
- Build positive relationships with partner organizations, the local community, as well as the camper, parent and alumni community.
- Ensure that all camp programs are run safely and are current and enriching for all campers, staff, and families, and that there is cohesion to all of the camp's offerings.
- Design and direct the operations of all camp marketing activities, including new media outlets and technological and database platforms.
- Is available to camp staff for the entire program period including Memorial Day and Labor Day weekend clean-up, pre-camp, summer camp, family camp, and all alumni events. Live within easy access to camp year-round.
- Responsible for ensuring the security and maintenance of all camp grounds and facilities.
- Responsible for the opening and closing of camp and business office, working with the entire staff to efficiently and effectively manage this process.
- In concert with the President of the Board, develops the agenda, content, and presentations for the quarterly board meetings and monthly committee meetings. Ensures that the Board is prepared for these meetings with required information including financial reports, fundraising updates, and Directors' reports.





## EXPERIENCE AND COMPETENCIES

- Experienced leader, team builder, and manager.
- Thinks broadly and strategically, and can hold others accountable for details without micromanaging.
- Strong interpersonal and communication skills, with the ability to engender trust, respect and camaraderie among a group and interact equally well with board, alumni, parents, staff, and campers.
- Excellent organizational and follow through skills to manage multiple priorities and activities at once.
- Ability to develop flexible, yet sustainable systems and processes pertaining to the effective operation of camp programs and business operations.
- Ability to manage or oversee financial management of an organization effectively.
- Fundraising skills: proven experience and success in the development of fundraising programs and in the direct cultivation and solicitation of donors.
- Communication skills: verbal and written, with individuals and groups, public speaking.





## IDEAL CANDIDATE

We are seeking a seasoned, strategic, and action-oriented leader who has a track record of building and managing programs. The ideal candidate is a self-starter who shares a passion for social impact work and will be someone who thrives in an entrepreneurial, results-oriented culture. The next Executive should have a strong track record as a leader of and/or partner to innovative, mission-driven organizations. Experience leading a summer camp or environmental education program is a significant plus; however, other transferable experience from the nonprofit or business sectors will be considered. The successful candidate has the agility to pivot from big picture strategy to rolling up his/her sleeves to implement at a tactical level. S/he is a nimble generalist with the knowledge and capacity to juggle and advance multiple initiatives across a broad range of issues simultaneously. S/he will love working in camp environment for the benefit of children and understands and leads by camp's mission, vision and core values. S/he will appreciate camp's rustic nature and have a strong environmental ethic being both comfortable in and enjoying the outdoors.





## MINIMUM QUALIFICATIONS

All successful candidates must have a demonstrated commitment to and a track record of leading for social impact. A minimum of five years senior level management experience in a nonprofit, public or private sector setting is required. Demonstrated success with strategic planning and program management fiscal oversight. Candidates should hold a bachelor's degree or have equivalent experience. The position is based in the Seattle/Tacoma region and is currently structured as a work-from-home model. Based on the selected candidate, the Board will review this to determine whether this remains viable or if permanent office space is required.

## TO BE CONSIDERED

We encourage all qualified candidates to apply. A thoughtful cover letter that articulates your interest in the position and fit for the role, along with a current resume, should be submitted for considerations to Constance Awenasa at [constance@campgallagher.org](mailto:constance@campgallagher.org).



