



## PLEASANT FOREST CAMPING CLUB

Preserving our Past, Protecting our Future

**Purpose:** The Executive Director is responsible to help the Board of Directors preserve assets, maintain property values, establish continuity, and provide assistance with operational and financial matters. The board sets policy and establishes a direction for the organization, and the Executive Director sees that the policies are implemented. The ED guides and develops a small team of experienced and dedicated staff members, working with them to advance their talents and strengthen the organization's mission.

The Executive Director reports to the Board of Directors.

Executive Director hours are 9am-5pm or 40 hours a week.

### Minimum Education and Experience:

A bachelor's degree in a related field. The responsibilities are varied in leadership, human resources, accounting/finance and administration. Successful candidates should have management experience including hiring, training and supervising staff. A minimum of 3 years of administrative experience working in a camp or nonprofit organization preferred.

### Knowledge, Skills and Abilities:

- Organized and extremely flexible
- Able to manage multiple priorities and tasks effectively
- Ability to relate well to people
- Database administration for our membership databases
- Maintain a working knowledge of significant developments and trends in the field of camping clubs, not-for-profit organizations and recreational memberships
- Build relationships to strengthen and promote a healthy camping community
- Partner with Board Members to implement strategic plans and identify areas of growth.

### Essential Job Functions:

1. Oversee the financial management and fund development operations to allow for adequate annual funding to meet long-term goals.
  - a. Managing club finances: budgeting, collecting assessments, analyzing reserves, pursuing delinquencies.
  - b. Working with accountants and auditors to maintain the club's financial viability.
  - c. Support the development and design of short and long-term fundraising strategies for the club and facilities.
2. Implement human resource management practices to recruit and retain seasonal and year-round staff.
  - a. Recruit talented staff based on management requirements and anticipated future needs.
  - b. Hire, train, supervise and evaluate all direct report staff.

- c. Ensures that annual performance and salary evaluations of staff are conducted.
  - d. Ensures job descriptions are developed and maintained and annual performance evaluations are conducted.
3. Manage property development and maintenance needs to ensure stewardship of current resources and identification of future needs.
  - a. Coordinating and supervising maintenance activities: landscaping, repairs, snow removal, trash pickup, etc.
  - b. Plan short and long term needs for facilities.
  - c. Advising the board of regulatory issues and compliance requirements: camping and other outdoor or group regulations, fair dept collection practices.
  - d. Preparing proposals and screening contractors.
  - e. Possess basic knowledge of maintenance equipment, office equipment, bar equipment and kitchen equipment as well as the ability to drive any of the club vehicles.
4. Oversee the daily operation of all club operations, including, but not limited to bar and food service, activities, business and staff supervision of all Pleasant Forest Camping Club members, guests and visitors as it relates to their physical and emotional safety.
  - a. Oversees and responsible for the business management functions of the club including all financial record keeping, reporting and filing, budgeting, office operations, club facility and grounds maintenance, the bar, etc.
  - b. Working with insurance companies to file or settle claims.
  - c. Oversee the systematic approach to database management for members, guests and visitors.
  - d. Work collaboratively with internal and external groups to ensure the enhancement of club operations.
  - e. Alerting the board when legal assistance is needed.
  - f. Work with club volunteers.
  - g. Promote at all times the agreement of being safe, working as a team and speaking up.
5. Coordinate and improve the use of technology in all operations of Pleasant Forest Camping Club, including but not limited to communication, recordkeeping and finance.
  - a. Proficient in use of the computer and related word processing, data management and internet computer functions and any specific software used by Pleasant Forest Camping Club.
  - b. Overseeing member/board communications: prepared newsletter, posting of meeting notices, arranging of social interactions.
  - c. Seek to increase the online presence of Pleasant Forest Camping Club through all available technology.
6. Other activities, from time to time, as required by the Board of Directors.
7. Work directly with the Board of Directors, other club volunteers and PFCC committees on various projects as needed, while maintaining an open and strong relationship.

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Executive Director

Date

Four weeks courtesy notice to Board of Directors upon a decision to leave position is required to allow for coordinated exit transition.