

Catholic Youth Camp Executive Director Job Description

ACA Position Advertisement

EXECUTIVE DIRECTOR – MINNESOTA

Catholic Youth Camp Minnesota (CYC) is an independent 501(c)(3) organization dedicated to providing a quality Catholic camping experience in an inclusive atmosphere of friendship, community, and prayer. Catholic Youth Camp seeks an Executive Director who will honor its 74 years of history while shaping a path for its future by developing new relationships with community organizations and donors, improving facilities, developing new organizational structures and staffing, and considering ways to remain connected with campers throughout the year. Our Executive Director will hire and lead a small year-round staff and an active camp community of volunteers and seasonal staff in providing stewardship of CYC resources and ministry to camp attendees and to the community. Catholic Youth Camp has administrative offices in Roseville, Minnesota (Minneapolis/St. Paul) and our camp is located near McGregor, MN on Big Sandy Lake. The ED oversees all CYC operations, programs, staff, development, and volunteer activities in a coordinated effort to carry out Catholic Youth Camp's mission. The ED reports to the CYC Board of Directors, with a primary reporting function to the Board Chair.

Application: To review the full job description, and application information, please visit

<https://www.cycamp.org/staff/employment/>

Application Deadline: March 26, 2021 (ACA Accredited)

About Catholic Youth Camp Minnesota

Catholic Youth Camp (CYC) is an independent 501(c)(3) organization with the mission of providing a quality Catholic camping experience in an inclusive atmosphere of friendship, community, and prayer.

CYC was founded in 1947 by Monsignor Jack Sweeney to help young people achieve a healthy respect for and love of Catholic values. He encouraged an appreciation for God's great outdoors and embraced the theme of the North American Martyrs with a focus on the virtues of Courage, Community, Cooperation, Charity, and Christ.

Today CYC provides Catholic faith-based experience with traditional camp programming for youth 7-17 years old with the goal of allowing campers to experience a sense of community, belonging, and support while our intentional program teaches life and social skills. Campers go home more confident in themselves and in their faith.

CYC focuses on an outdoor experience that prioritizes rustic, unplugged, traditional activities that facilitate human connection including archery, swimming, canoeing, arts and crafts, campfires, and group games. Campers live in rustic cabins divided by age and gender for week-long camp sessions. Each day starts and ends with all camp chapel, and weekly Mass is celebrated as a community. We strive to make our camp experience accessible and affordable for all children and families, especially those who traditionally lack access to the camp experience. Campers of all faith backgrounds are welcome.

Position Overview

The Executive Director of Catholic Youth Camp is responsible for partnering with the Board to achieve the mission and vision of the organization. The Executive Director focuses on strategic and operational leadership of camp including the advancement effort, marketing, donor engagement, budgeting, facilities planning, program vision, and staff development. Under the direction of the Board, the Executive Director helps explore new initiatives to expand the organization's reach and impact. The person in this role works closely with the Board to establish annual goals and objectives. The Executive Director hires and supervises all year-round staff and may work with program staff to hire seasonal staff. This position will primarily operate out of the Minneapolis/St. Paul area; however, periodic visits to the camp property in Northern Minnesota would be required. The Executive Director should be in full agreement with the mission and values of Catholic Youth Camp and be dedicated to excellence in the workplace for the sake of the ministry and its guests. This position is exempt and reports to the Catholic Youth Camp board of directors.

Qualifications

- Three or more years of full-time experience in non-profit leadership, camping, youth development, or related areas
- A bachelor's degree in business or nonprofit leadership, outdoor or recreational education, youth development, or related areas is preferred
- A desire to ensure the sustainability of CYC by increasing revenue currently comprised primarily of camper tuition and individual giving including the development of new donors. Previous fundraising experience preferred.
- Exceptional relationship-builder able to build new relationships with parents, staff, donors, and others.
- Strong fiscal management skills including donor development, budget preparation, analysis, decision making and reporting.
- Outstanding interpersonal and communications skills for working with staff, parents, donors, and stakeholders
- Collaborative and confident, with an ability to unite and engage staff, Board members, and volunteers to achieve the mission and vision of the organization
- A successful leader with high emotional intelligence skills: self-awareness, self-management, self-motivation, and social awareness
- Ability to effectively hire and lead staff to accomplish organizational objectives.
- Interest in and alignment with the mission and vision of CYC

Responsibilities

- Board Governance: Works with the Board to ensure fulfillment of CYC's mission.
 - Responsible for assisting in the recruitment of Board members and defining the duties and responsibilities of Board members.

- Responsible for communicating effectively with the Board and providing, in a timely manner, all information necessary for the Board to function properly and to make informed decisions including all major plans, initiatives, etc.
- Responsible for developing Board meeting agendas and facilitating meetings in cooperation with the Board President.
- Responsible for facilitating the scheduling of Board meetings.
- Responsible for attending Board meetings and providing regular organizational updates to the Board.
- **Organizational Mission and Strategy:** Leads on strategic planning, program vision, and community outreach which fulfill the mission of CYC and are presented for board approval.
 - Work with the Board to periodically re-evaluate and update the mission of CYC.
 - Responsible for the development and maintenance of an overall strategic plan to ensure CYC can continue to fulfill its mission into the future.
 - Responsible for setting overall program vision and approving programming to carry out the mission.
 - Responsible for enhancing CYC's image by being active and visible in the community and by developing and sustaining relationships with churches, schools, and other related organizations.
 - Responsible for the stewardship of CYC property and facilities including the development and maintenance of a facilities plan which aligns with the mission and budget of the camp.
 - Continue to build on and oversee volunteer programs that enable the mission of CYC.
- **Financial Performance and Viability:** Secures and manages financial resources sufficient to ensure the financial health of CYC.
 - Responsible for developing and implementing all aspects of CYC's advancement efforts including the cultivation and stewardship of both individual and institutional donors.
 - Responsible for the fiscal integrity of CYC, to include submission to the Board of a proposed annual budget, and monthly financial statements, which accurately reflect the financial condition of the camp.
 - Responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- **Organizational Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are aligned with the mission and values of CYC.
 - Serve as the primary spokesperson for CYC to parents, donors, the media, and the public.
 - Create and implement a marketing and communications plan that supports the mission of the camp. This may include updates to our website, parent communications, an annual report, brochures, school and parish communications, and other marketing channels that support the mission of the camp.

- Responsible for maintaining appropriate insurance coverage for the organization, staff, and its property including the prompt reporting of loss/injury.
- Ensure compliance with government regulations including, but not limited to, health department and food-service regulations and inspections.
- Maintain active American Camping Association accreditation.
- Personnel: Oversees and leads organizational structure, staffing, and employment records.
 - Following the mission and budget, creating a staffing plan that defines which staff will be needed to hire for CYC, and the timing of these hires. It is anticipated that an early hire will be a camp/program director who would be the primary on-site manager of camp during the camping season.
 - Update and maintain a comprehensive employee manual, including policies and procedures, for year-round and seasonal staff.
 - Develop, implement, and maintain a program of staff training and development for year-round and seasonal staff which aligns with and promotes the mission and vision of the camp.
 - Lead and supervise all year-round staff including setting goals and periodic reviews.
 - Oversee employment files and forms including, but not limited to background checks, W4, I9, new hire notification, Worker's Compensation, payroll, etc.
 - Maintain and monitor employee files including vacation/leave records, medical, etc.

Applying

Send a letter of interest, resume, and references to jobs@cycamp.org by March 26, 2021. Interviews will begin March 31, 2021.

Salary is competitive and will vary based on qualifications and experience. It is the policy of CYC to conduct a pre-employment background check. An offer of employment is contingent upon a successful background check.

Catholic Youth Camp is an Equal Opportunity Employer which complies with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.