

Camp Quality USA Minnesota (CQMN)

Executive Director – Vacancy

Commitment: Part-Time, Year Round, average 10-15 hours/week, Start Date: January 1, 2020, Salary Range: \$16,000-20,000 and travel reimbursement. Work from home (must live in MN/be able to run in-person meetings in the Twin Cities area.

CQMN

Camp Quality USA serves children with cancer and their families by providing a week of camp and year-round support programs. Camp Quality USA promotes hope and inspiration while helping children to get out and enjoy life once again. We are one of seventeen non-profit 501-C-3 Camp Quality USA organizations in the United States. Our week of camp and year-round programs are provided at no cost to our campers and their families.

Position Summary

Camp Quality USA Minnesota's Executive Director manages the business side of the organization (including safety, medical, liability, financial accountability, staffing, and personnel needs) and collaborates with the Camp Director in the planning and execution of our one-week summer camp. The Executive Director should at all times be focused on maintaining the integrity of Camp Quality USA, Inc. The Executive Director is annually evaluated and appointed by the Camp Quality USA Minnesota Camp Organizing Committee (COC).

Primary / Essential Functions

- Abide by and enforce all policies and guidelines in the Administrative Policies and Camp Organizing Committee manual.
- Ensure that monthly Camp Organizing Committee meetings are held and minutes recorded (10 meetings per year)
- Select and supervise COC members and ensure that each new COC member receives proper training for his or her responsibilities. Technical support provided by Camp Quality USA.
- Manage financial responsibilities as outlined in the Accounting Manual for the local organization. Work with volunteer Treasurer and plan the annual CQMN budget.
- Focus on fundraising to insure acquisition of annual income from grants, sponsors, 3rd party fundraisers and donors. Develop and maintain networking relationships with key supporters.
- Ensure that all information and forms are submitted to national according to the yearly schedule.
- Ensure that the Camp Quality logo is protected and used only as authorized in the Style Guide by Camp Quality USA, Inc.
- Meet monthly with the Camp Director, prior to the CQMN COC meeting, to monitor planning progress on the summer camp week program. Maintain regular contact via phone/email or other preferred form of communication with Camp Director and other COC members.
- Manage any non-camp week events such as the annual CQMN Reunion and work with COC to expand program offerings.

Additional Responsibilities

- Build relationships with other camps and National, exchanging ideas, sharing resources, and building support networks.
- Recognize and develop leadership within the COC and among the camp volunteers, providing backup candidates for critical positions.
- Encourages the volunteer staff to promote the local camp – seeking campers, volunteers, fundraising opportunities, and overall awareness.

Core COC Model

A small team of voting members meets monthly to manage the overall organization. The voting members consist of the Executive Director, Camp Director, Treasurer (Financial Chair), Healthcare Coordinator, Volunteer Coordinator, Camper Coordinator, Companion Coordinator, Program Coordinator, Personnel Coordinator and Fundraising Coordinator. These COC members usually form sub-committees whom provide assistance in order for them to execute their committee responsibilities.

Application Deadline: December 15, 2019. Please email your cover letter and CV/Resume.

Apply To: stephanie.gil@campqualityusa.org