



Are you interested in a work opportunity that is much more than a paycheck? Would you like to be part of a dynamic team privileged to make a profound, lasting difference in the lives of those impacted by cancer? Do you have leadership, fundraising, grant writing, fiscal management, medical experience &/or people skills that you would like to utilize for the benefit of others? Do you value compassion, wellness, community, diversity, connection, and unending learning? Then, this may be the position you have envisioned for yourself.

The Children's Oncology Camp Foundation (Camp Mak-A-Dream) seeks an **Executive Director** for our team based in Missoula, Montana. During scheduled Camp sessions/retreats, you may be based at our campus in Gold Creek, Montana, for up to several days/nights per session/retreat. The Executive Director will provide leadership to advance Camp Mak-A-Dream's mission of empowering survivors and their families to live with and beyond cancer through life-changing Montana experiences where they strengthen life skills, gain resilience and develop lasting relationships.

Job Classification: This is a 1.0 FTE, year-round, permanent, exempt position.

### **Job Description**

**Job Title:** Executive Director  
**Program:** Children's Oncology Camp Foundation/Camp Mak-A-Dream  
**Location:** Missoula, Montana  
**Reports To:** President, Board of Directors and Executive Committee

**Summary:** The Executive Director is responsible for providing strategic leadership, overall direction, administration, operation, and management for The Children's Oncology Camp Foundation. The role will oversee annual fundraising activities, marketing, programs, management of all fiscal resources, supervision of employees, and business operations in accordance with standard business practices. The Executive Director works with and supports the Board of Directors to define priorities, build and develop teamwork among members and other volunteer leaders, and ensure program and fiscal accountability.

**Essential Duties and Responsibilities** include the following:

#### **Management and Administration:**

- Provide leadership in developing organizational and financial goals to fulfill the mission and objectives of the Foundation with the Board of Trustees and staff. Establish with the Board of Directors a time line for the completion of these short and long-range goals.
- Direct the Foundation staff in developing and carrying out an annual camper, staff, volunteer recruitment, and marketing plan.
- Oversee and ensure maintenance and accuracy of financial and donor databases to support the Foundation's operation and growth.
- Develop the annual revenue and expense budget; forecast and maintain close control of expenditures throughout the year.
- Maintain official records and documents, and ensure compliance with federal, state and local laws and regulations especially as they pertain to nonprofit organizations.
- Maintain a working knowledge of significant developments and trends in nonprofit management, programming, and philanthropy.

#### **Fundraising:**

- Design and implement the fundraising plan with the Board of Directors as it relates to annual development goals and Board fund development.
- Direct all fundraising efforts including major gifts, foundation, corporate, and individual giving.
- Lead or participate in grant writing efforts to support programs and capital improvements.
- Direct and oversee special events in coordination with Event Manager and Foundation staff.
- Effectively engage Board Members in fundraising and development.

**Employee Management:**

- Manage the supervision, training, goal setting, and evaluation of all staff and volunteers.
- Supervise the staff in developing year round program services to carry out the mission of the Foundation. Provide delegation, with clear delineation of expectation and follow up, to achieve the goals and objectives established by the Foundation.
- Develop staff into a cohesive and collaborative working team.
- Manage to approved personnel policies.
- Ensure proper hiring and termination procedures as required by law.
- Encourage staff and volunteer development and education.

**Board Relations and Communications:**

- Assist the Board of Directors in maintaining and promoting the vision and mission of the Foundation.
- Work with the Board President to ensure effective and efficient Board committee structure and operations.
- Communicate regularly with the Board President and key committee leaders.
- Prepare monthly and annual financial reports for the Board of Directors and any materials required by outside organizations and agencies.
- Serve as staff liaison to Board committees as appropriate.
- Assist the Board President in planning the agenda and materials for monthly Board meetings and periodic Board planning retreats.
- Assist in the recruitment, selection and orientation of new Board members and officers.
- Carry out other duties as assigned by the Board of Directors.

**Public Relations and Communications:**

- Develop and implement marketing and communications plans in collaboration with Brand Development and Community Engagement Manager.
- Ensure appropriate representation, as a spokesperson, to all stakeholders.
- Establish cooperative relationships to assure a coordinated effort of providing high quality services with appropriate community, state, and national organizations and health care providers.

**Qualifications:**

- Bachelor's degree with at least 7 to 10 years experience in senior level management; Master's degree preferred.
- Demonstrated leadership, administrative, management, organizational, and supervisory skills.
- Demonstrated success fundraising in a nonprofit organization, including experience in individual and corporate gifts, fundraising events, and grant writing.
- Excellent interpersonal skills and an ability to establish and maintain working relationships with participants, volunteers and staff alike.
- Demonstrated verbal and written communication skills and rapport building with a widely varied audience.
- Excellent computer and organizational skills including experience with electronic medical records, databases and Microsoft Office applications.
- Valid driver's license and ability to lift 25 lbs or more on a routine basis.
- Experience in the medical field, particularly oncology, is preferred.
- Experience in successful board development and management is preferred.
- Experience in residential camping program development and administration for individuals with disabilities is desired.
- Executive Director level experience strongly preferred.

Anticipated salary range: \$75,000 to \$90,000 DOE.

If interested, please send a cover letter and resume to [info@campdream.org](mailto:info@campdream.org) addressed to Dan McGee, Board President.

Work Comp code 9015- Camp operations that are not otherwise classified are assigned to Code [9015](#)