



Executive Director

Willowbrook Arts Camp – Tualatin, OR

Full-time, Exempt

40 hours per week

Closing Date June 8, 2018

Salary Range \$50,000 - \$55,000

Organization Overview

Willowbrook is a 6-week summer camp in Brown's Ferry Park, Tualatin, Oregon. It provides opportunities for children to develop their creative potential through experiences in the arts and environment studies in an atmosphere that mentors and nurtures the whole child, promotes a spirit of peaceful collaboration, and encourages individual exploration and expression.

Duties and Responsibilities

The Executive Director is responsible for overseeing the general operations, administration, and business management of Willowbrook, in support of organizational mission and goals. Other key duties include employee management, marketing and fundraising. The Executive Director provides direction and support to the Board of Directors in developing organizational goals, attaining/allocating resources, and establishing policies. The Executive Director provides leadership to staff in carrying out the key roles assigned to them.

Organizational Management

- Develop and maintain infrastructure, create and update policies and resources to ensure long term success.
- Work effectively in partnership with the Board of Directors to carry out the mission of the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.

Oversee finances

- Develop and manage all aspects of the annual budget.
- Complete regular financial analysis
- Ensure that operating revenue and expenses meet budget targets.
- Work in collaboration with the bookkeeper.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.

Lead fundraising efforts

- Plan and implement effective fundraising to meet programming needs and project development.
- Lead efforts to plan and execute annual auction or recommend and implement replacement funding strategy.
- Research funding sources, oversee the development of fund raising plans and write grant funding proposals to increase the funds of the organization.

Manage all operations

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Through supervision of the Program Director, ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Key operations and direct staff reporting includes; information technology, security, registration, facilities, nursing, fiscal oversight, and property storage.

Human Resources

- Provide overall leadership and supervision to the staff.
- Supervise and support Program Director in maintaining a commitment to excellence in program execution and continual process improvement.
- Oversee the implementation of the human resources policies, procedures and practices, including the development of job description for all staff.
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission.
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided. This effort will be in collaboration with the Program Director for summer staff.

Represent the organization within the community

- Collaborate with the board and key staff to maintain relationships critical to the ongoing success of Willowbrook, including those with the City of Tualatin, other organizations, community members, partners, and donors.

Risk Management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.

Manage contracts and logistics

- These include all permits, vendor agreements and tax documents related to operating a 6-week camp in a public park.

Provide adaptive leadership

- Meet the shifting needs of Willowbrook through annual planning and camp implementation cycles and ongoing organizational growth.

Reporting Line

- Position is accountable to the Board of Directors led by the Board President.

Qualifications:**Required**

- Commitment to Willowbrook's mission.
- Bachelor's degree with a minimum of five (5) years' experience of demonstrated executive nonprofit leadership, including staff supervision, business and operations analysis, organizational management, policy and procedures development, fundraising, and day-to-day oversight of fiscal operations.

Preferred

- Experience as an Executive Director.
- Master's degree.

Competencies

- **Nonprofit Acumen:** Will be experienced in effective financial, operational, and organizational non-profit management. A hands-on executive who is knowledgeable about financial complexities, human resource practices, facility management and legal compliance.
- **Financial oversight and budget management:** Will understand budget development, Quick Books and financial management.
- **Fundraising:** Will have experience raising revenue through events, grant funding and planned giving.
- **Communicator:** Will have excellent verbal, written and interpersonal communication skills, including active listening skills, and will be a spokesperson that is comfortable in public settings.
- **Integrity:** Adheres to the highest standards of respect and personal and professional integrity.
- **Flexibility:** Comfortable with ambiguity and working in a less-structured, relationship-driven work environment.
- **Proven strategic planning and staff management skills.**
- Demonstrated facilitation, problem-solving, and conflict resolution skills.
- Excellent organizational skills and an ability to work well under pressure. Strong attention to detail.

Must have proficient technology skills, including experience with Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.). Familiarity with social media platforms, camp management and donor management software preferred.

Working Conditions

- Will work 40 + hours per week.
- Peak season is March – May for camp preparation and June-September camp set up, operation and tear down.
- Most work is completed in an office setting.
- Ability to effectively interact and communicate with others in person and in writing.
- Ability to lift 50 pounds with minimal assistance.
- Traverse various camp terrain including grass, wetlands and wooded areas.
- Ability to empathize, console, counsel, constructively confronts and resolves conflicts with campers, camping partners, staff and parents.
- Ability to control emotions and put the needs of others before one's own.
- Ability to participate in on site camper involvement.
- Visionary, creative and flexible.
- Willingness to work in camp setting and work irregular hours delivering programs in the camp.
- Operate with daily exposure to the sun and heat and varied weather conditions.

To apply please send resume and letter of introduction to willowbrookartscampboard@gmail.com