

Camp Aranzazu President

Reports to: **Board of Directors**

Direct reports: **Camp Director, Development Director, Facilities Director, Finance & Administrative Director**

DESCRIPTION:

The President is the key management leader of Camp Aranzazu. The President is responsible for overseeing the administration, programs, fundraising, and strategic plans of the organization. Other key duties include marketing and community outreach.

QUALIFICATIONS:

- Practices Servant Leader management.
- A minimum of ten years successful experience in leadership positions with non-profit and/or for-profit organizations.
- Enthusiasm for and commitment to the mission of Camp Aranzazu.
- Ability to understand budgeting, finance/accounting, and forecasting.
- Demonstrated record of successful fundraising experience including the development of major gifts with individuals and organizations.
- A solid understanding of how to work with a Board of Directors, including utilizing the Board expertise and knowledge to further the mission of Camp Aranzazu.
- Experience working with all levels of staff, with demonstrated ability to establish trust and relationships and leading through others.
- Experience in working collaboratively with a wide variety of professionals (both employees of other organization, external resources, and volunteers) to accomplish mutually agreed goals.
- Demonstrated ability to work effectively in a non-standard, evolving environment including implementing new programs, analyzing, and solving problems, and dealing effectively with complex and/or sensitive situations.
- Ability to think strategically, establish goals, and prepare/implement operational plans.
- Demonstrates excellent verbal and written communications skills, including experience in presenting to groups.
- Strong computer skills (Microsoft Office Suite or equivalent) and ability to learn new applications.
- Ability to travel thirty percent of their time within Texas, including overnight trips.
- Minimum B.A. or B.S. in an appropriate field from an accredited university. Advanced degree preferred.

CAMP GOALS:

- To enrich the lives of children and adults with special needs through unique camping, environmental studies, retreat experiences, and other programs
- To help children with special needs and their families develop self-confidence, abilities to better care for their own educational, psychosocial, and /or health needs, and to form successful networks of support with one another and their communities.

ESSENTIAL POSITION FUNCTIONS:

Strategic Vision and Organizational Leadership

- Articulates Camp Aranzazu's vision, enabling others to see where the organization is going and how it will get there.
- Provides professional leadership to sustain a mission-driven organization.
- Assumes the initiative, in partnership with the Board of Directors, to define the organization's long-term goals and strategic focus.

- Works with organization's department leaders to develop and implement annual operating plans and corresponding budgets to achieve goals, with a particular focus on growing utilization of the Camp in the coming years.
- Proposes organizational goals and objectives for each fiscal year and monitors and reports on the achievement of goals.
- Provides inspirational leadership and direction to all employees and the Board and ensures the continued development and management of a professional and efficient organization; establishes effective decision-making processes that will enable Camp Aranzazu to achieve its long- and short-term goals and objectives.
- Cultivates a strong and transparent working relationship with the Board and ensures open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Ensures the delivery of high-quality services while managing for current and future growth.
- Supports and motivates the organization's staff, volunteers, and donors.
- Facilitates cross-departmental collaboration and strengthens internal communications with staff throughout the organization; creates and promotes a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs.
- Mentors and develops staff using a supportive and collaborative approach: assigns accountabilities, sets objectives, establishes priorities, and monitors and evaluates results.
- Promotes a culture of high performance and continuous improvement that values the person, learning, and commitment to quality.
- Oversees the financial status of the organization including developing long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place; sets financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program, staff, and mission.
- Values and promotes best practices, safety, and ethics within Camp Aranzazu.
- Accepts ultimate responsibility for the organization's compliance with all agreements and contracts.
- Pursues and builds relationships with new user groups while maintaining and strengthening current user group relationships.

Fund Development

- Ensures that the flow of revenue for Camp Aranzazu to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
- Uses external presence and relationships to garner new opportunities.
- Works closely with the endowment committee, the Camp Aranzazu Foundation, and external consultants for the duration of the current endowment campaign to achieve fundraising goals.
- Provides leadership in fund development and all categories of fundraising, including grants, individual contributions, foundation and corporate giving, special events, annual campaigns, and in-kind donations.
- Guides the Development Manager to establish an annual fund development plan with fundraising goals, strategies, action items, timelines, and assigned responsibilities to achieve budgeted goals.
- Participates directly in fundraising activities, including identifying and meeting with donors and prospective donors to generate support.
- Monitors and regularly reports on fundraising accomplishments and future action plans.
- Provides direction and supports board member involvement in fund development activities, including identification and solicitation of donors and involvement in special events.
- Provides leadership to build and maintain strong and positive relationships with community groups and organizations, government agencies, funders, corporate supporters, and other stakeholders in Camp Aranzazu's future.
- Sensitive and responsive to increasing cultural diversity.

- Expands fundraising partnerships in the areas of Texas that Camp Aranzazu serves and increases fundraising efforts generally and specifically in the Coastal Bend, San Antonio, and Austin.
- Serves as the organization's primary ambassador and spokesperson, actively promoting Camp Aranzazu and representing it in a positive and professional manner.

Relationship with the Board of Directors

- Works in partnership with the Board to set and accomplish the organization's mission.
- Works in partnership with the Board in identifying and cultivating inspired, joyful, and engaged board members whose vision aligns with Camp Aranzazu.
- Keeps the Board informed of organizational activities, progress, opportunities, and challenges. Provides timely reports of organizational operations.
- Recommends to the Board improvements to policies and procedures.
- Makes sound recommendations for Board action.
- Facilitates the decision-making process for the Board.
- Assists the Board and its committees with periodic reviews of agency policies.
- Receptive to board member ideas and suggestions.
- Performs other duties as assigned by the Board of Directors.

PHYSICAL ASPECTS OF THE POSITION:

- Ability to communicate with donors, the Board of Directors, program partners, staff, volunteers, and program participants.
- Ability to lift and transfer a minimum of 50 pounds.
- Ability and valid driver license to drive a motor vehicle.
- Abilities to observe staff, volunteer, and participant behavior, to assess its appropriateness, to enforce appropriate safety regulations and emergency procedures, and to apply appropriate behavior-management techniques.
- Visual and auditory ability to respond to environmental and other hazards related to program activities.

If you have an interest in this opportunity, please contact The Edge Group at Dseeley@edgegroup.cc or 713-802-822

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