

## CHIEF EXECUTIVE OFFICER

The Mel Jr. & Marty Zajac Foundation and Zajac Ranch for Children are seeking a highly motivated and experienced individual for the position of **Chief Executive Officer**.

Reporting to the Board of Directors, the Chief Executive Officer (CEO) will work to advance the mission, vision, and values of the Zajac Foundation and the Zajac Ranch for Children. Primary responsibilities are to plan, organize, and implement fundraising initiatives to secure sustainable funding for programs and services, including the creation of an endowment fund. The role will develop long term relationships with donors, community partners, members, and other stakeholders, and have strengths and background specializing in fund development. The CEO will also oversee the operations of the Foundation office and work closely with Ranch leadership to ensure memorable camper/visitor experiences.

### Core Responsibilities:

1. **STRATEGIC LEADERSHIP:** Identifies and fosters opportunities for professional growth amongst staff. Empowers and supports staff to provide innovative input on organizational improvements in various function areas, including the funding solicitation process. Strengthens internal communications and promotes a positive work environment. Oversees and works closely with the Executive Director, Ranch Operations to ensure the delivery of high quality program services, while managing for current and future growth.
2. **FUND DEVELOPMENT & DONOR RELATIONS:** Takes initiative to recommend and lead innovative funding sources, develop new funding opportunities, and nurture relations with donors to encourage repeat donations. Oversees strategic fund development planning and implementation, including identifying resource requirements. Committed to achieving annual fund-raising goals
3. **FINANCIAL AND OPERATIONAL OVERSIGHT:** Oversees financial, budgetary, and administrative activities of the organization, including the development of the annual budget for Board approval. Employs cost-effective methods to promote programs and services, and manage resources within budget and according to current laws & regulations. Structures the annual operational budget and implements control measures to contain expenses within defined limits. Work with Ranch staff to coordinate services and provide a seamless and extraordinary guest experience.
4. **PUBLIC RELATIONS, PROMOTION AND COMMUNICATION:** Employs, utilizes, and responds to social, standard print, and other media to effectively communicate, promote and market Foundation initiatives and other events. Works in tandem with other members of the Zajac team to carry out coordinated communications.
5. **BRAND AMBASSADOR:** Represents the Foundation and Ranch with professionalism, consistency and works well with a wide variety of internal and external customers and stakeholders. Views and treats donors, campers, suppliers, event organizers, members of the media, as well as staff with respect and demonstrates concern for working together to achieve shared goals.

### REQUIRED SKILLS AND EXPERIENCE:

- Demonstrated leadership abilities
- Bachelor's Degree in Business or Office Administration required
- Certified fundraising executive preferred

- 15 or more years leading and managing operations required
- Business acumen and strong financial management background required
- Excellent organization and communication skills required
- Customer service skills required
- Experience in not-for-profit or charitable environment preferred
- Experience leading significant donor development campaigns
- Strong marketing skills
- Public Relations experience
- Experience working in a board governed environment
- Computer skills with proficiency in MS Outlook, Word, Excel and PowerPoint
- Dynamic communicator with exceptional interpersonal, time management and organizational skills
- Excellent written and oral communication skills with demonstrated strong presentation skills
- Self-led, self-starter, and goal-oriented worker

**TO APPLY:**

Please send resume and cover letter to:

Board of Directors  
c/o careers@zajac.com  
www.zajacranch.com