



## EXECUTIVE CAMP DIRECTOR

The Zajac Ranch for Children is seeking a highly motivated and experienced individual for the position of **Executive Camp Director**.

Reporting to the CEO and Board of Directors, this position will provide management oversight and leadership to the staff and campers of Zajac Ranch for Children. In keeping with the vision, mission, and values of the Zajac Foundation and Zajac Ranch, the Executive Camp Director, together with their team, will provide oversight and leadership to camp operations, facilities, catering and equine and other animal care, in a manner consistent with these values. The Executive Camp Director will shape, promote and implement growth strategies through visionary leadership and represents the Foundation and Ranch with professionalism. The Executive Camp Director views and treats all campers, employees and stakeholders with respect and demonstrates concern for working together to achieve shared goals.

### **Core Responsibilities:**

1. **PROPERTY AND OPERATIONS MANAGEMENT:** Effectively manage the day-to-day Camp operations to be efficient, progressive and above reproach in all areas. Liaison with parents, staff, medical professionals, staff and volunteers, as well as corporate groups, schools, wedding parties and other groups. Ensure Camp is in full compliance with all relevant regulations and health/safety standards. Along with the Camp Director, Facilities, Chef and other staff manage all aspects of the Camp operation, ensuring good care of property & facilities and in accordance with principles of good stewardship. Create, manage, support and adhere to established administrative requirements, policies and operating procedures. Consciously mitigate operational risk through identification, assessment and implementation of risk management practices. Work with and support volunteer base for all activities.
2. **FINANCIAL MANAGEMENT:** Create and manage an annual operating budget, for approval by the board and then operate within the approved budget. Work with CEO to assess and recommend for approval, revisions of annual budget and major expenditures. Work with Foundation staff and CEO to establish pricing for retreats, summer camp, weddings and other groups, as well as product merchandise. Organize effective financial practices & procedures to ensure fiscal responsibility and timely reporting. Ensure on-going transparency with the Board about the Camp's finances.
3. **MARKETING AND FUNDRAISING:** Initiate and engage in a variety of marketing, speaking, fundraising and networking activities with the purpose to fund and fill the camp, both in the summer camp season, and in the shoulder season of education/retreat and other business. Develop and execute marketing programs to ensure the full utilization of the camp facilities.
4. **PEOPLE LEADERSHIP AND HUMAN RESOURCES:** As part of a team, proactively recruit, hire, lead, develop, inspire and motivate all Camp staff (full time, part time, and volunteers) towards achieving the mission of the camp. Role model and create human resources policies, procedures and practices. Provide appropriate training and leadership development for all Camp staff to enhance their contribution to the Zajac experience. Nurture and encourage good communication with staff regarding on-going priorities, expectations, plans, decisions, issues and behavior. Delegate authority with appropriate accountability.

5. **FACILITIES OVERSIGHT:** Work closely with the Maintenance Crew, outside experts and contractors to ensure facilities are safe, well-kept, regularly maintained and when necessary upgraded or replaced. Work with the CEO and other key stakeholders to plan for and budget for capital upgrades and expenditures.

**REQUIRED SKILLS AND EXPERIENCE:**

- Bachelor's degree in recreation or hotel management required
- Fundraising certification preferred
- 5 or more years management/leadership roles developed in a hospitality setting required
- 5 or more years facilities/property management experience required
- Strong business acumen and financial management
- Excellent computer skills with advanced proficiency in Outlook, MS Word, Excel and Powerpoint
- Excellent organizational skills
- Excellent communication skills
- Experience working in and developing programs for children's and medical special needs camp or resort/hotel management preferred
- Strong working knowledge of and proficiency with a variety of social and traditional media platforms preferred
- Public Relations experience required
- Strong marketing skills required
- Strong project management experience preferred

**TO APPLY:**

Please send resume and cover letter stating salary expectations to:

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