



Camp Albrecht Acres Executive Director Job Description

Camp Albrecht Acres was founded in 1975 as a unique environment for people with developmental disabilities and special needs, so they can enjoy new opportunities and challenges in a safe environment adapted specifically to their needs. Camp Albrecht Acres is a beautiful, 40-acre residential camp serving hundreds of campers each summer.

Job Summary:

We have an exceptional opportunity for an experienced leader to serve as the Executive Director of the Camp Albrecht Acres organization. This full-time position reports directly to the camp's Board of Directors.

Key Responsibilities:

- Oversee the day-to-day operational, financial, buildings and grounds, and administrative management of Camp Albrecht Acres.
- Recruit, hire, supervise, onboard and offboard all personnel.
- Assist the Board of Directors in developing strategic plans and implement such plans accordingly.
- Clearly communicate to the Board the activities, successes and challenges of the organization. Recommend policies, programs and changes when needed.
- Work with camp directors, camp counselors, nurses, food service management, building and grounds, and other staff to ensure a consistent, high-quality camper experience.
- Ensure compliance with all local, state and federal regulatory and accreditation requirements.
- Direct, plan and implement board-approved projects and activities to ensure operational continuity, improved productivity and best utilization of available resources (e.g., staff, volunteers, community resources, etc.).
- Support the fundraising committee on major events and manage the annual appeal.
- Seek out, apply for and oversee grants; track and manage donations.
- Cultivate and strengthen community partnerships to expand awareness and support for camp; manage special events held at camp.
- Prepare regular Board of Directors reports regarding project and financial status, and the current condition of camp. Make recommendations for change or improvement concerning any matter that involves or impacts the well-being or operations of camp.
- Serve as an ex-officio member of the Executive Committee and serve on all other Board committees in an advisory capacity.
- Perform all duties as assigned by the Board. In the absence of specific rules and advice of the Board, use critical thinking and common sense to make sound decisions and assume authority to perform any duty that an unforeseen or suddenly arising situation may demand, subject to later consideration of and action by the Board.

Position Requirements:

- At least 5 years of leadership experience, preferably in a nonprofit organization
- Bachelor's degree or equivalent business experience in operations/facilities management, education administration, health care facilities management, or the like.
- Excellent communication and interpersonal skills
- Demonstrate strong problem-solving skills, embrace a results-oriented approach, and exude a positive, "make it happen" attitude.
- Show empathy for the challenges experienced by campers, their families and team members and possess a desire to assist and support them.
- Define, implement and enforce all safety, emergency and camp policies.
- Significant experience with financial management, including, but not limited, to profit and loss statements, balance sheets, budget preparations, banking management, bill pay, payroll, annual reporting, external accountants and audits.
- Ensure timely submission and maintain records and documentation appropriate to Medicaid, Medicare or other reimbursement programs.
- Ability to manage multiple projects and initiatives at the same time. Respond to emails, texts and other communications in a timely manner.
- Ensure camp vehicles, equipment and facilities are properly maintained and tracked.
- Identify vendors and alternative sources to procure food, supplies, services and equipment to efficiently manage camp resources and budget.
- Work onsite at camp in Sherrill, Iowa; willing to relocate, if applicable.
- Ability to work a flexible schedule, including occasional evening and weekend hours during summer camp season.
- Possess good computer skills, with an understanding of Microsoft products, Google Drive, Quickbooks, Facebook, etc. Have the ability to manage security systems, phone system, backups, etc.
- A valid driver's license and the ability to pass background checks is required.

Preferred experience:

- Experience assisting people with developmental disabilities and special needs.
- Experience recruiting international personnel, J-1 visa processing, etc.
- Experience working within a nonprofit organization.
- Experience working with a Board of Directors.

Benefits:

- Salary: \$65,000, or commensurate with experience.
- Generous health care stipend, paid time off, holidays.

To apply: Email resume to HR@albrechtacres.org.