



JOB POSTING

EXECUTIVE DIRECTOR at Camp Nutimik

Camp Nutimik is looking for an Executive Director to lead our organization. Camp Nutimik is a not-for-profit, biblically based organization affiliated with the Manitoba Baptist Association located 115 KM from Winnipeg, Manitoba in the beautiful Whiteshell Provincial Park.

Reporting to the Board of Directors, the Executive Director is responsible for overseeing and managing the Camp in a manner that delivers the vision, mission, and strategic direction of the Camp. The Camp has the mission of reaching children and youth for Christ, providing opportunities for campers to become committed followers of Jesus Christ, and developing Christian leaders. It is expected that the Executive Director will agree with and abide by the Statement of Faith of Camp Nutimik and carry out the responsibilities listed in this document in a manner that glorifies Jesus Christ, demonstrates Christian character traits of faith, love and grace, and fulfills the Mission Statement to the highest standard of professional and personal excellence.

The Executive Director is a vital part of the Camp's leadership for making camp a success. They will use their skills to manage, delegate and assist in camp activities as required.

Base Salary is expected to be a minimum of \$65,000 and may be adjusted based on qualification, skills, and experience.

Primary Objectives:

- The Executive Director will report to the Board on a regular monthly basis, and provide progress on the milestones, projects, and key events identified in the operational calendar.
- The Executive Director will work with the Board of Directors to set tactical and strategic goals for the Camp.
- The Executive Director will be the Camp ambassador and maintain good relationships and communications with supporting churches, government agencies, regulatory bodies, industry peers, and the public.
- The Executive Director will ensure smooth implementation and seamless delivery of the milestones and key deliverables identified in the operational calendar.
- The Executive Director will oversee management of funding for programs through program fees, rental income, and fundraising, including grant applications.
- The Executive Director will provide mentorship, leadership and guidance to the Camp staff to implement the mission, vision, and strategic direction of Camp Nutimik through camp programs for children, youth, families.

Key Responsibilities:

- In collaboration with the Program Director, the Executive Director will develop and implement an operational calendar, help create and manage the annual budget, identify major milestones, assist in hiring and training of seasonal staff, assist in select of camp curriculum, oversee the development of all content/materials for camps, and draft schedules including roles/responsibilities for each week of camp.
- The Executive Director will oversee all aspects of the organization in accordance with the laws, regulations, and standards governing its operations.
- The Executive Director will ensure that the Camp is compliant with all requirements outlined in by regulatory bodies governing camps in Manitoba and Canada.

- The Executive Director will recruit leadership staff, hire contractors and enter into agreements with vendors and services providers to engage the services necessary to support the programming and activities of the organization.
- The Executive Director will grow the Camp's network of families, alumni, volunteers, and other stakeholders to support the Camp financially, prayerfully, and relationally.
- The Executive Director will actively promote the Camp to grow the Camp's support base.
- Continuously assess the efficiency and effectiveness of camp operations.

Qualifications & Skills:

- Mature Christian believer with a profession of accepting Jesus Christ as their Lord and Saviour, supported by witnesses from their local church. A reference check including at least one Pastor, as well as two other believers who have known the candidate for at least five years.
- Demonstrated evidence of the Fruit of the Spirit (Galatians 5:22-23), and other attributes of Christian character as listed in the scriptures.
- Proven ability to effectively supervise and motivate a leadership team to implement operational activities in accordance with the organization's mission, vision, and strategic direction.
- Proven ability to lead a staff team with compassionate leadership and manage inter-staff relations: ability to mediate personnel and relational issues for and with the staff.
- Proven ability to positively interact with guests, campers, volunteers and staff in a professional manner and model Christian service.
- Competent working knowledge of Microsoft office, Word, Excel, Presentation, Outlook.
- Strong verbal and written communication skills.
- Strong organizational skills with attention to detail.

Required Experience:

- 5+ years of successful demonstrated senior leadership experience in a non-profit or charitable setting administering the budget, staffing, and volunteer needs; be familiar with financial reporting and working with volunteer boards.
- 3+ years of fundraising experience and a proven ability in major donor and fundraising capacity including donor care, grant writing, and promotional communications.
- Bachelor's degree in a relevant field.

Other:

- Some evening and weekend work required.
- The position will work from home but will travel to the Camp as required.
- Camp housing will be provided when on-site.
- Valid Class-5 Manitoba Drivers license.
- Clear Criminal Record Check and Vulnerable Individuals Registry Check
- Must be able to lift, drag, or carry at least 30 lbs as well as daily exposure to sun and heat and varying environmental conditions.
- Other duties commensurate with the effective management of the Camp as directed by the Board

To Apply:



Please send your resume and cover letter to searchcommittee@campnutimik.com. Please include "Executive Director Application" in the subject line. Detailed job duties and positional tasks are available upon request. Applications will be reviewed as they are received. Only those selected for an interview will be contacted.



Visit our website: www.campnutimik.com

