



Job Posting for Executive Director of Camp Neringa, Inc.

Camp Neringa, Inc. (CNI) has an open position for a dynamic and forward-thinking leader to drive Neringa's Mission and Vision. With the purchase of the camp now complete, administrative staff structure redesigned and an experienced, high performing administrative staff in place, CNI's Executive Director will have a unique opportunity to address challenges and grow Neringa as it evolves to meet the changing needs of our community. The successful candidate will be integral to a dedicated community that engages mind, hands and heart.

The Executive Director manages and leads the year-round staff team reporting to the President of the Board of Directors and participates in the CNI Board of Directors' meetings upon the invitation of the Board.

The Executive Director works full time throughout the year and is available to be on site during the summer camping season, most importantly during the opening and closing of each camp session, as well as during off-season events. Additional travel to events throughout the year will also be required.

Responsibilities

Overall Management

- Demonstrate commitment to moving Camp Neringa forward with a 'big picture perspective'
- Ensure that Mission is understood, integrated into CNI programs and operations, and reflected in the services it delivers
- Manage and lead the work of the year-round staff team, setting a positive, collaborative and supportive tone
- Maintain communication with the President of the Board of Directors and present pertinent reports to the Board
- Maintain policies, procedures, job descriptions and related employment information
- Prepare and monitor emergency action plans and procedures
- Ensure high quality in all aspects of Camp Neringa

Finances

- Working with year-round staff, prepare and present to the Board various financial matters, including the annual financial report and budget, insurance policies, service contracts, camping rates, salary scale for personnel, major inventory and/or maintenance expenses, etc.

Fundraising/Development

- Create, implement and manage a comprehensive, long term fundraising plan to include endowment funds/legacy gifts, the annual appeal, fundraising events, and donor relationships

Membership

- Foster relationships with Membership and oversee annual membership drive

PR/Marketing/Communications

- Coordinate/oversee all media activity including Skambutis, Press Articles, Souvenirs, Neringa News, website and social media
- Engage the camp community, including alumni and volunteers, and promote the camp within the larger Lithuanian community

Off Season Programs and Rentals

- Manage on-site off-season weekend events
- Develop and coordinate virtual off-season programs
- Manage rental groups

Property and Grounds

- Oversee and assure the overall upkeep and safety of the camp buildings, grounds, equipment, and implement major maintenance and repairs approved by the Board
- Supervise the work of the Resident Manager
- Plan and coordinate the facility's seasonal maintenance, including volunteer work weekends

Qualifications/Requirements

- Commitment to Neringa's Mission and Vision
- Previous involvement with Neringa, preferably in a leadership role
- Leadership experience, collaborative management style, written and verbal communication skills
- Initiative and an entrepreneurial mindset
- Ability to envision a bold future for CNI, while also remaining practical
- Ability and commitment to be the 'Face of Neringa' including necessary social skills
- Flexibility to travel
- Proficient in technology, including Microsoft Office and social media

Desired Qualifications

- A vision for CNI's direction and future
- Conversational Lithuanian
- Non-profit and/or fundraising experience
- Bachelor's degree or equivalent experience
- Education or human development background

Compensation and Benefits

- Camp Neringa, Inc. is committed to providing fair salaries commensurate with expertise and experience
- Camp Neringa promotes a community focused and team-oriented work environment, providing for collaborative and meaningful work
- Travel expenses compensated for travel to Neringa and off-site meetings
- Room and board provided while working on-site at Neringa
- Beautiful Vermont landscape, swimming in private pond with salamanders, laughter of kids, camaraderie of staff and ice-cream available daily, when onsite at Neringa

Please email cover letter and resume to Jane Zirlis: jane@neringa.org

Camp Neringa, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, ancestry, religion, sex, sexual orientation, age, citizenship, marital status or disability.