



## **Job Description - Executive Director**

### **Agency Overview**

Tamarack Camps, established by the Fresh Air Society in 1902, is an independent, community-based agency, affiliated with the Jewish Federation of Metropolitan Detroit. Its mission is to provide enriching Jewish camping experiences for children and families, independent of their financial ability, building a vibrant community. Among numerous local and national partnerships, Tamarack Camps is accredited by the American Camp Association, affiliated with the Jewish Community Centers of North America and a constituent camp with the Grinspoon Institute for Jewish Philanthropy.

Tamarack Camps' primary program is its overnight summer camp, Camp Maas, located in Ortonville, Michigan. This primary site contains approximately 250 buildings on 1,250 acres and serves approximately 1,200 campers and 300 staff members each summer. In addition, Tamarack Camps operates two outpost camps; Camp Kennedy in the Upper Peninsula of Michigan, and the Charles N. Agree Outpost Camp in Canada, as well as the Butzel Conference Center, located at the Ortonville facility. The agency also offers summer teen travel trip experiences (Western, Alaska and Smoky Mountains). Tamarack Camps operates a year-round, Outdoor Education program, offering programs and facility rentals to both Jewish community organizations and the community at-large, which bring approximately 15,000 individuals to its facilities on an annual basis.

### **General Responsibilities**

Under the direction of, and in partnership with the agency's Board of Directors, the Executive Director's responsibilities include the following:

- Overall program operation
- Employee recruitment, retention and supervision
- Board development and management
- Fundraising
- Developing and maintaining positive relations with camp families, donors, agency past presidents, Jewish organizations and congregations in the Jewish community

### **Accountability**

The Executive Director is supervised by the agency's President, Officers and Executive Committee, and is generally accountable to the Board of Directors.

### **Principal Responsibilities**

*Planning* - Assist the Board of Directors in overall strategic planning to address the agency's priorities for meeting its programming, personnel, facility, financial and fundraising needs. The Executive Director plays an integral role in presenting these plans to campers and their families, camp staff members, the Jewish Federation of Metropolitan Detroit, and donors and other funding sources.

*Operations* - Develop and implement an annual operating plan, consistent with the agency's mission, strategic plan goals, objectives and approved budget. Progress reports are made to the Board on a regular basis.

Supervision/Oversight - Oversee each of the agency's operating units and supervise the agency's management team. The Executive Director is responsible for supervising all camper and staff recruitment, personnel training and evaluation procedures.

Marketing - Develop, modify and implement the agency's overall marketing and camper retention plans, consistent with approved agency policies and standards, to ensure camper safety and to make camp accessible to the broad socio-economic and ideological spectrum of the Jewish community.

Evaluation/Assessment - Assess the agency's programs in its Jewish educational and recreational areas, and its ongoing facility needs while identifying areas of need and improvement. The Executive Director works with the agency's leadership to develop strategies in addressing challenges, obstacles and opportunities.

Fundraising - Assist agency leadership in developing and implementing the agency's annual fundraising plans, building the organization's endowment and maintaining positive relations with donors and supportive community organizations.

Board Cultivation - Develop and cultivate Board leadership in advancing the agency's mission, and to promote and foster positive relationships with campers, families, alumni and organizations in the broader Jewish community.

## **Qualifications**

### Education

A minimum of a Master's Degree in Social Work, Business Administration or Jewish Studies, or related field is preferred, with a combination of education and experience to warrant equivalent recognition at a minimum.

### Experience

A minimum of five years of leadership experience in a camp, or a similar non-profit organization, social service or business setting, including a minimum of three years in a major managerial and/or supervisory role is preferred.

### Qualities

- Outstanding leadership characteristics, including superb written and verbal communication skills, and effective supervision skills
- Exceptional vision and expertise in Jewish camping, management, and community organization
- Demonstrated ability to work well with community lay and religious leaders, children, their parents and Jewish families
- Knowledgeable of prudent fiscal practices and proven ability to operate within budgetary constraints
- Personal and professional commitment to Jewish camping and the strengthening of Jewish community

## **Application Process**

Interested candidates are encouraged to submit a cover letter, resume and professional references to Brian Kepes, Search Committee Chairperson, at [executivesearch@tamarackcamps.com](mailto:executivesearch@tamarackcamps.com).