

Executive Director

CAMP HO MITA KODA FOUNDATION

Helping children with Type 1 Diabetes

Camp Ho Mita Koda Foundation's mission is to help children living with Type 1 Diabetes grow in mind, body, and spirit through an outdoor camping experience that strengthens their confidence and creates a community of peers while learning about their disease and strengthening their skills and confidence to manage it.

Ho Mita Koda! That's Sioux for "Welcome my friend!" and a mantra we embody at Camp Ho Mita Koda. Founded in 1929 by Dr. Henry John, a pioneer in the use of insulin to treat diabetes, Camp Ho Mita Koda is the oldest and longest running diabetic summer camp in the U.S., located on 72 picturesque acres east of Cleveland, OH in Geauga County.

The Camp Ho Mita Koda Foundation was founded in 2017. The Foundation is responsible for operating the camp which is a non-profit 501(c) (3) corporation in the State of Ohio.

Position Summary

Camp Ho Mita Koda is seeking an Executive Director who will provide visionary leadership and operational oversight to ensure the camp's continued success and growth. This role requires strong leadership, strategic planning, and financial acumen. The Executive Director will act as the primary liaison between the Board of Directors and the camp staff, while also serving as the public face of the camp to external partners, donors, and the local community. They will be responsible for overseeing key personnel, including the Director of Camp Programs, Development Director, Healthcare Director, and Facilities Director and other positions as they are developed.

More specific responsibilities are noted below.

Board Relationship

- The Executive Director will report directly to the Chair of the Board.
- The Executive Director also interacts with Board members, each Committee Chairperson and other significant volunteers, and acts as the primary liaison between the Board and Leadership staff.
- Leads the organization to fulfill its mission, collaborating with the Board to develop and update strategic and operational plans.
- Produce the Agenda and Executive Director Report, in advance of all Board meetings, providing updates on organizational progress, challenges, and opportunities to afford the Board information to make informed decisions.
- Attends and oversees administration of the Board meetings and monitors matters noted for action, through to completion.
- Oversees implementation of all Board directives, policies, and procedures.
- Responsible for the drafting of external policies and procedures for presentation to and approval of the Board prior to publication.

Financial Management

- Responsible for the fiscal integrity of the Foundation, including preparation in collaboration with Leadership staff, and submission of an annual budget to the Board.
- Responsible for monthly financial statements, which accurately reflect the financial condition of the organization and its programs.
- Ensure sound financial management, including maintaining balanced budgets, financial reporting, and operational transparency.

- Works directly with the Foundation Treasurer, and external financial organizations as needed, on accounting, payroll, tax and other financial matters.

Staff Management:

- Oversee and collaborate with key Leadership staff, including the Camp Director, Director of Development, Healthcare Manager, Facilities Manager, and other positions as they are developed.
- Ensure appropriate key staffing levels, professional development, and performance evaluation.
- In conjunction with the Camp Program Director provides indirect supervision of the approximately 70 seasonal employees during the preparation and operation of camp sessions during the summer.
- Operates payroll process including tracking and timely execution.

Program & Operations Oversight:

- Ensure the camp's programs align with the mission.
- Oversee day-to-day operations and ensures compliance with all relevant regulations, licensing, certifications, and best practices in camp management, safety and healthcare.
- Assists in the management of the camp registration system and process.
- Maintains oversight of public communications.

Fundraising & Development:

- Partner with the Director of Development to create and implement a comprehensive fundraising strategy, focusing on donor cultivation and securing new financial resources.
- Build and maintain relationships with individual donors, corporate sponsors, and grant-making organizations.
- In conjunction with the Board Chair serves as the Foundation's primary spokesperson to the organization's constituents, the media, and the public.

Strategic Growth & Community Engagement

- Build partnerships with businesses, healthcare providers, organizations, and the community to support long-term growth and increase the camp's visibility.
- Strategically expand and secure new growth and targeted outreach opportunities.
- Lead efforts to enhance community presence through targeted outreach and collaborations, serving as the camp's spokesperson.

Other duties - as assigned by the Board Chair and Board of Directors.

Qualifications

- Bachelor's degree is required, with five or more years of professional experience in a similar, non-profit leadership role is required.
- Proven success in fundraising, strategic planning and working with a Board of Directors.
- Experience successfully leading a team.

Organizational Culture & Benefits

At Camp Ho Mita Koda, we believe that employee wellness is crucial to achieving our mission. We are committed to fostering a healthy work-life balance by offering flexible work arrangements that prioritize both personal and professional well-being.

Our benefits include:

- **Flexible Work:** We allow flexibility in working hours, provided that organizational priorities and deadlines are met. This includes some opportunities for remote work. Occasional nights and weekends are required, particularly during summer camp programming.

- **Unlimited Paid Time Off (PTO):** Employees are offered unlimited paid time off, but with the understanding that PTO should be scheduled around meeting the position's responsibilities, the organization's requirements, required meetings, and key operational periods.
- **Medical Benefits:** CHMK cover 75% of individual monthly premium and 70% of family monthly premium.

Skills/Abilities

Camp Ho Mita Koda Foundation is seeking an adept high integrity leader who values and practices strategic planning and foresight, thinks proactively, is prone to action, and understands the importance of, and possesses the ability to convey the vision of the Foundation, build relationships with stakeholders, and promote organization services within the Northeast Ohio community and beyond. In addition to the above, the ideal candidate will possess negotiation, organizational, interpersonal and communication skills, with proficiency in the use of IT tools and strategies related to program administration and finances, including QuickBooks, Microsoft Office tools, and other non-profit software applications for CRM, camp operations, online banking, auctions, etc.

More specifically, the Executive Director should possess hands-on budget management skills, including budget preparation and variance analysis, decision-making and reporting skills, including planning, delegating, program development, and task facilitation. They should have knowledge of fundraising strategies and donor relations unique to the non-profit sector. They should possess strong written and oral communication skills, including public speaking and presentation skills, and an ability to interface and engage with diverse volunteer and donor groups, and oversee and collaborate with staff.

Camp Ho Mita Koda Foundation is an equal opportunity employer. Applicants will not be discriminated against for race, sex, age or religion.

Job Type:	Full-time
Experience:	Nonprofit leadership: 5 years required
Education:	Bachelor's degree required or equivalent
Travel:	Minimal
Compensation:	\$70,000 - \$80,000 (see above benefits listed)