

Camp Fire Sunshine

POSITION TITLE: Executive Director
REPORTS TO: President of the Board of Directors
DATE: February 3, 2026

POSITION OBJECTIVE

Responsible for overseeing the operations of the council, to include allocating resources and ensuring fiscal and other controls. Develops and implements strategic and operational plans. Acts as chief spokesperson for the organization. Works with the council Board of Directors to develop policy and maintain oversight.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Understands and is effectively able to communicate Camp Fire's youth development philosophies and mission.
- Develops and/or maintains diverse funding sources. Works with and provides guidance to council board members, staff, and volunteers during the planning and implementation of fundraising activities.
- Writes and/or reviews grant proposals and other streams of fund development.
- Maintains positive relations with the United Way of Central Florida. Ensures completion of all budget and program applications and related reporting obligations. Be an active member of the Agency Director's Council.
- Assesses and evaluates the youth development needs within the council's jurisdiction and implements or oversees the implementation of Camp Fire program initiatives to meet those needs. Ensures programs are relevant and represent Camp Fire's core values.
- Directs and administers all council human resources functions, including recruitment and staff hiring, compensation and benefits, performance appraisals, employee relations, counseling and terminations.
- Ensures council policies, practices and programs comply with all applicable federal, state, and local employment laws. Informs the President and/or Executive Committee of any potential concerns.
- Monitors the council's financial condition and helps the Board of Directors ensure sufficient operating reserve and cash flow to meet obligations. Prepares, presents, and administers the budget in a manner that is understandable and fiscally responsible. Ensures an internal control system is in place and is followed by council staff and volunteers. Maintains positive relationships with financial institutions and external auditors. Communicates any significant concerns to the President and/or Executive Committee.
- Actively promotes Camp Fire's program philosophy and programs to the general public, other organizations, and agencies within the community. Ensures council's participation in community activities, festivals, work groups, and so on.
- Actively participates in the strategic planning process for the council and the development of strategies to meet the council's desired outcomes. Regularly provides accurate reports and information to the Board of Directors regarding the council's health and progress toward meeting established goals. Prepares reports as required by law, charter requirements, bylaws, funding sources, etc.
- Works closely with the council Board to keep members fully informed on all important aspects of the status and development of the council including human resources, risk management, and financial concerns. Works with the President to facilitate the council's board governance and committee structure. Implements council board policies and recommends policies for board consideration.
- Maintains positive relationship with the National office and participates in National conferences, initiatives, and opportunities as resources allow.
- Develops mentoring relationship with youth. Establishes youth empowerment philosophy focusing on youth driven programming.

POSITION REQUIREMENTS

Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to the following:

Education

Bachelor's degree required; nonprofit leadership experience preferred.

Experience

A minimum of 5 years of experience working in the non-profit sector, preferably in the youth development field, is required. Extensive experience in budgeting, human resources management, fund development, public relations, and program implementation is helpful.

Skills

Excellent interpersonal and communication skills required. Must have the ability to prioritize, plan and manage multiple tasks. Creative thinking and good organizational skills are essential. Working knowledge Microsoft Office Suite required. Due to the nature of the position, the individual must be responsible, dependable, self-motivated, and have a desire to "make a difference".

Working Conditions

Ability to handle high-stress situations and long hours. Evening and weekend hours are required. Individual must be able to attend overnight and multiple day programs without time off. Ability to participate in physically demanding activities and camping trips. Limited out of state travel, mostly by plane, is required. Must be able to drive Camp Fire passenger van or personal vehicle as needed. Must be able to lift and move up to 50 pounds.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. The employee will follow any other instructions and perform any other related duties as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.