



Cambridge Camping Association Co-Executive Director Position Description

Since 1893 and born out of a desire to address inequity, Cambridge Camping has made out of school and summer programming accessible to children and youth from under-resourced circumstances. The magic of camp is at the essence of all programming, as camp represents a unique and special sense of community, mentorship, and connection. What began as a program to bring children from the city to the country to enjoy nature, has grown into an organization that has made it possible for over 25,000 children to engage in life changing summer and school year enrichment experiences.

Cambridge Camping's current programs include:

- **CCAccess (1893):** Referrals and scholarships for campers annually to attend camps and enrichment programs.
- **Adventure Day Camp (1969):** Summer day-camp for campers ages 5-13.
- **Daybreak (1990):** Summer and school-year-weekend camp for campers ages 5-13 impacted by trauma or disability.
- **Workforce Development 4Youth (2015):** Skill building job and leadership training for teens each summer.
- **Weekend Camp (2018):** Ongoing school year weekend programming focused on building community, skills and resilience.
- **The Village Series (2018):** Workshops for caregivers, out-of-school time providers, and teachers to learn together about working with children impacted by trauma and disability.
- **Vacation Camps (2020):** School vacation enrichment programming that runs for 5 full days and serves middle school campers during February and April school vacations.

Recent History/Moving Forward

In 2020, Executive Director Sharon Zimmerman was planning to relocate out of state. Under her eight years of leadership, CCA had significantly increased its revenue and developed new programs. When the pandemic hit, Sharon agreed to stay on as ED from Florida to shepherd CCA through this uncertain time. In 2022, CCA adopted a Co-Executive Director (Co-ED) model and hired a Co-ED to provide CCA the necessary local presence to oversee summer and school year programs, train and supervise staff and maintain and build relationships in the community. Sharon stayed on as Co-ED to focus on strategy, development and finance. The person we hired in 2020 is now leaving CCA and the Board is committed to completing Cambridge Camping's arc of transition: **Moving CCA from a mostly summer program to a robust year-round organization providing youth development through enrichment.**

Responsibilities for the Co-ED's

The Co-ED model allows for each ED to each have areas of responsibility and decision making while also having shared responsibilities. Sharon will remain working remotely and stay focused on development,

communications and finance, the new Co-ED will be focused on programs, operations and events. Together they will have a shared vision for CCA's future, and set strategic direction and goals. Both ED's will report to the Board of Directors, meet regularly with a supervision committee, be accountable to meet annual goals, and act as Board liaisons.

Priorities for the Co-Executive Director

Cambridge Camping's finances are strong, as is our reputation in the community. The new Co-ED, working with Sharon and the Board, will be charged with co-leading the organization with expectations of integrity, quality, and sustainability, while charting a strategic direction. To accomplish this, the new Co-ED will:

- Grow programs throughout the year in reach and impact.
- Identify other potential areas for growth. (Public policy/advocacy as an example)
- Engage with the Cambridge community around all issues relevant to CCA.
- Cultivate strong relationships with new CCA donors and event sponsors.
- Assess program quality and provide oversight, supervision and support to CCA program staff.
- Ensure program outcomes, goals and objectives are met.
- Maintain a collaborative work environment that has a strong team culture of mutual support and respect as the agency transitions back to a full time, in person, office model.
- Secure long-term program space for current programming and new program growth.
- Work collaboratively with the Board development committee to plan, fundraise for and execute annual event and smaller events throughout the year.
- Strengthen CCA's anti-racism and DEI work and commitments.

The Ideal Candidate

The Co-ED will be passionate about the mission of the organization and will build on its strengths to increase the range and scope of its programming. Working with a small staff, she/he/they will be hands-on and involved in all aspects of programming, operations and event planning and sponsorship support as well sharing responsibilities for high dollar donor cultivation. The new Co-Ed will roll up their sleeves when needed and dive in to work directly with children and parents. CCA is small and mighty and depends on staff's willingness to wear many hats and jump in when all hands on deck are needed. Excellent collaboration skills are essential. The Co-ED will be a leader with high emotional intelligence and excellent communication and public speaking skills, and a relationship-builder who can easily and genuinely connect with people and is astute at building strategic partnerships. The Co-ED will have deep knowledge of and familiarity with the communities served by CCA. The new Co-ED will benefit from the mentoring/guiding/supportive presence of Sharon which allows the Board to select a candidate whose experience in any one area may be developing, and who brings other qualities we highly value. **We especially encourage you to apply if you are part of a community that is offered fewer opportunities to develop executive experience.** The Co-ED must have a commitment to creating and maintaining an anti-racist organization have experience in multicultural settings.

Qualities

- **Passionate advocate for the mission:** The ideal candidate will have demonstrated passion for all that summer camp and enrichment programs provide to children and families. They will be able to ignite passion in others.

- **Keen emotional intelligence:** The ideal candidate will have keen listening skills, empathy, self-awareness, and the ability to connect with people of different styles, professional levels and backgrounds.
- **Demonstrated core values of integrity and honesty:** The essential quality of personal humility and an intuitive understanding of when to give credit to others while exercising effective leadership is a must. The ideal candidate will be open-minded, approachable, and fair.
- **Flexibility and balance:** The ideal candidate will be able to face difficult challenges with competence, grace, and a sense of humor.
- **Innovative and entrepreneurial approach:** The ideal candidate will continually scan the environment for key trends and new opportunities, can leverage opportunities and support for initiatives, and has an innovative approach to solving problems and overcoming challenges.

Skills and Experience

- Bachelor's degree required relevant master's degree preferred
- Experience working in youth programs with youth from under-resourced circumstances
- Fundraising, event planning and public speaking expertise
- Program Development
- 5 years' experience in nonprofit leadership
- Experience in human resources
- Building strong relationships within nonprofit, for profit and public/municipal communities
- Respectful, inclusive, and effective leader and developer of staff
- Demonstrated success in diversifying and expanding revenue streams
- Exceptional communication skills
- Experience working with boards of directors
- Social media and information technology knowledge and curiosity
- Loves working with children, and comfortable working with children impacted by trauma and disability who have social, emotional and behavioral health needs
- Experience and comfortable working with state, city and local officials on advocacy and lobbying
- Available to jump in and roll up sleeves during the busiest program times; school vacations, summer, weekends

Candidate Guidelines and Additional Information

- Please email a resume and cover letter to edsearch@cambridgecamping.org that includes a description of how your qualifications and experience match CCA's needs.
- Submissions of candidacy will be accepted until the position is filled.
- Selected candidates will undergo thorough reference checks as well as a legally required criminal history background check.
- Salary is commensurate with experience, and within the range of \$90,000 - \$125,000.
- For more information, visit; <https://cambridgecamping.org>