



Brown Ledge Director Job Description

Overview

[Brown Ledge Camp](#) (BLC) is a residential camp for girls ages 10-17 located on Malletts Bay of Lake Champlain in Northern Vermont. We are known for our Freedom of Choice philosophy, excellent activity instruction, and a lively community fostering independence and personal growth. This Freedom of Choice framework sets BLC apart from other camps. This framework offers nearly unlimited opportunity for self-discovery and self-realization in a fun, open, and supportive atmosphere. However, the Freedom of Choice philosophy is not for every child or family, and maintaining this unique approach in the changing environment requires a unique leader. More information about the philosophy and framework can be accessed [here](#).

Purpose

Brown Ledge Camp seeks a new Director to be the face and leader of both the camp and the [Brown Ledge Foundation](#) (BLF), the not-for-profit 501(c)(3) organization whose express purpose is to perpetuate Brown Ledge Camp. The Director is responsible for ensuring that Brown Ledge Camp is well-positioned to continue offering a quality program with a unique philosophy in a beautiful location for decades to come. The Director reports directly to the Board of Directors and has overall strategic and operational responsibility for the staff, programs, expansion, and execution of its mission, as well as a primary role in fundraising.

Responsibilities

The Director is responsible for providing leadership for all aspects of Brown Ledge Camp and the Brown Ledge Foundation.

- Oversee the management and day-to-day operations of BLC during the summer.
 - Be the primary face and point of contact for campers, parents, staff, alumni, neighbors, community, and vendors.
 - Recruit, hire, manage, and mentor seasonal staff for activities, administrative, and ancillary roles.
 - Develop, monitor, assess, and revise camp programming in line with the camp philosophy.
 - Set operational philosophy for maintaining and addressing mental and physical health of staff and campers.



- o Anticipate and mitigate potential risks during the camp season.
 - o Provide regular camp-wide communications to campers, parents, and staff.
- Manage the day-to-day operations of BLC in the off-season.
 - o Be the primary face and point of contact for campers, parents, staff, alumni, neighbors, community, and vendors.
 - o Hire, manage, and mentor full-time staff to support in ongoing operations.
 - o Recruit and retain camper enrollment.
 - o Oversee scholarship delegation.
 - o Facilitate membership in American Camp Association and relevant certifications.
 - o With the Facilities Coordinator and Board of Directors, maintain and renovate facilities as appropriate.
 - o Oversee marketing activities such as advertising collateral, website, and external communications.
 - o Manage, review, and update camp policies and procedures as appropriate.
 - o Work with the Board on mission, vision, and strategic planning for BLC/BLF.
 - o Ensure compliance with all local, state, and federal legal requirements.
 - o Guarantee the ongoing financial health of the camp through careful fiscal management, ongoing financial reporting to the Board of Directors, and fundraising activities.
 - o Work with Board, Director of Development, and Fundraising Committee to help facilitate fundraising plans and activities.
 - o Form relationships with key donors and be available to make in-person visits as needed.
 - o Inform, advise, and support the Board of Directors on issues related to operations and perpetuation of BLC/BLF.

Professional Qualifications

The ideal candidate will have:



- Outstanding leadership skills and the ability to instill trust and confidence in and otherwise empower and motivate multiple types of stakeholders (campers, parents, staff, alumni).
- Exceptional people skills and a track record of relationship-building with different types of stakeholders.
- Proven ability to effectively lead a large and diverse team, including hiring, managing, and retention of staff.
- Passion for working with families and kids with a dedicated commitment and belief in youth programming.
- Excellent financial literacy, ability to balance a budget, and experience in setting fee schedules.
- Administrative competence in a non-profit setting, including legal, compliance, and office-based tasks.
- Ability to make strategic and immediate decisions in the context of the values of the organization.
- An appetite for risk as it serves the mission and vision, and a tolerance for high-pressure situations.
- Understanding of current mental health issues in children and young adults.
- Experience in a school or camp environment in a leadership and/or administrative role is highly desirable.
- Experience in fundraising is a plus.

Personal Characteristics

The ideal candidate will be:

- A confident leader who motivates and holds relevant individuals and groups accountable.
- Eager to deeply engage with the Brown Ledge Community.
- Highly interpersonal and able to connect with a wide range of people such as staff, campers, parents, alumni, neighbors, community, and vendors.
- Enthusiastic, energetic, passionate, and a compelling spokesperson for BLC's mission, philosophy, and programs.
- Highly organized and detail-oriented.



- Self-motivated and able to work effectively remotely and in a high-pressure 24-hour environment.
- Patient, have a sense of humor, and understand customer service.
- Ability to manage multiple initiatives concurrently while focusing on urgent and critical tasks.

To Apply

Interested and qualified candidates should submit electronically in one email and as separate documents (PDFs preferred) the following materials:

- A cover letter expressing their interest in the Director position;
- A current resume;
- A one-page statement of camping/educational philosophy and practice;
- A list of three (3) professional/personal references with name, phone number, and email addresses.

Applications should be emailed to Search@brownledge.org and will be reviewed on a rolling basis.

General

This is a full-time position. The Director is expected to live at camp for approximately 12 weeks during the summer. The off-season office in Colchester, VT, off-season work can be done remotely. Some travel for Board and donor meetings is expected.

This role may be shared by two co-directors with the right circumstances.

The ideal starting date is June 1, 2024. Later starting dates for consideration.

We offer a generous compensation package commensurate with experience.

The Brown Ledge Foundation is an Equal Opportunity Employer.