



Executive Director Responsibilities

The Executive Director is responsible for developing and managing the Brown Ledge Foundation. The Executive Director reports to the Board of Directors.

- Manage the Camp Director and program implementation.
- Be the primary face and point of contact for year-round staff, alumni, neighbors, community, and vendors.
- Hire, manage, and mentor full-time staff to support ongoing operations.
- Facilitate membership in American Camp Association and relevant certifications.
- With the Facilities Coordinator and Board of Directors, maintain and renovate facilities as appropriate.
- Oversee marketing activities such as advertising collateral, website, and external communications.
- Manage, review, and update camp policies and procedures as appropriate.
- Work with the Board on mission, vision, and strategic planning for BLC/BLF.
- Ensure compliance with all local, state, and federal legal requirements.
- Guarantee the ongoing financial health of the camp through careful fiscal management, ongoing financial reporting to the Board of Directors and fundraising activities.
- Work with Board, Director of Development and Fundraising Committee to help facilitate fundraising plans and activities.
- Lead the planning and execution of the BLC Centennial Capital Campaign and celebration.
- Form relationships with key donors and be available to make in person visits as needed.
- Inform, advise, and support the Board of Directors on issues related to operation and perpetuation of BLC/BLF.