

## **Executive Director, North Oakland SCAMP Funding Corporation**

Reports to: NOSFC President and NOSFC Board

Status: Full time with flexibility

Salary Range: \$60,000-\$62,000 based on experience, benefits available.

Desired Start Date: July 17, 2023

Letter of Interest and Resume to: Barb Rush, NOSFC Board President; [rush5678@gmail.com](mailto:rush5678@gmail.com)

Deadline for Application: June 26, 2023

### **Position Summary:**

Provides direction and administration for all the fundraising programs to provide funding for the five-week summer camp program administered by Clarkston Community Schools.

Promotion of the SCAMP image through active community involvement and awareness.

### **Essential Job Functions:**

1. Integral part of all the fundraising activities for NOSFC as it relates to the specific events. Preparation of a Plan of Work for each fundraiser and provide input and active participation for each event. Oversees the committee for each event.
2. Reviews each specific fundraising activity and provides monthly updates to the NOSFC Board. Update to include pre and post planning activities and results.
3. Provides input to the annual budget and is responsible for making sure that the annual budget is monitored to avoid any financial discrepancies from the plan.
4. Supports the NOSFC Board by preparing monthly board materials and providing updates on all the fundraising activities in addition to the financial position of the organization.
5. Complete understanding of the regulatory and compliance activities such as permits, licenses audits, etc. and keeps the board informed of any problems or concerns. Ensures compliance of laws.
6. Responsible for public relations as it relates to the promotion of the NOSFC or the summer camp program in and outside the Clarkston community. This may involve television, print, media, personal contact, presentations, etc.

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7. Identify other fundraising means to support the camp such as grants, giving programs, endowments, etc. and present ideas to the NOSFC Board to diversify from the fundraising events.
8. Acts as a liaison with the Clarkston Community Schools as it relates to the summer camp program. Provides input as needed on camp staffing, activities, etc.
9. Works closely with the NOSFC Board President to establish the board committees and ensures compliance with the by-laws for the organization.
10. Management of the NOSFC office and staff daily.

### **Essential Job Requirements:**

Education: Bachelor's degree with a major in marketing or related field preferred. May substitute 3 years of current experience for a degree.

Experience: Minimum of three years of supervisory or managerial experience.

Required Skills: Ability to work effectively with volunteer boards or committees; excellent communication skills, ability to plan, monitor and organize events; familiar with budget operations to monitor the financial resources of the organization; experience in Microsoft Word and Excel and other software.

### **Limitations and Disclaimer:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

### **Non-Discrimination Policy:**

The North Oakland Scamp Funding Corporation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, in any of its activities or operations.

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