

Brantwood Camp Seeks Executive Director

Brantwood Camp operates adjoining boys' and girls' camps on 400, beautiful, mountain side acres in Greenfield, NH, and owns spectacular lakefront property in Nelson, NH. It serves youth, ages 10 to 15, who might not otherwise have an opportunity to attend an overnight summer camp and engages 16 to 18-year-olds in a comprehensive leadership program. Brantwood is seeking a charismatic, passionate, and inspirational Executive Director (ED) to lead the organization year-round.



About Brantwood

Established in 1904, Brantwood Camp's purpose is to promote social adjustment and mutual respect among a diverse group of children through a challenging and competitive program and to develop their character, confidence, and independence physically, intellectually, and emotionally. It helps young people enjoy a fun camp experience and while fostering the ideals of honesty, loyalty, cooperation, good sportsmanship, and unselfishness.

Brantwood runs three summer sessions of 16 days each, with approximately 80 seasonal staff. A portion of Brantwood's campers come through sponsoring organizations in the Northeast. Brantwood has not turned away any child from the joys of summer camp due to a family's lack of ability to pay.

Brantwood's historied affiliation with the St. Mark's School of Southborough, MA offers student volunteer counselors and a shared endowment that helps underwrite operational costs. The annual budget is \$1MM. Brantwood is governed by a 20-person Board of Directors, many of whom are alumni or affiliated with St. Mark's School.

The Opportunity

This is a remarkable opportunity to positively influence the lives of children and young adults and to help continue the impact that has touched countless lives for well over 100 years. The ED will lead Brantwood's efforts to ensure that campers and staff have a safe, meaningful, inspiring, fun, and life-changing experience. The ED is responsible for the tone, culture, and risk management and, working closely with the Board of Trustees, sets the direction for the organization.

Valuing existing traditions and introducing new elements that help position the program for the future is part of the new ED's role. The Board has recently undertaken a staffing study and has reshaped the ED's role. They look forward to the new ED's

creativity and expertise in hiring senior staff and building a sustainable leadership team that meets today's needs and runs the organization effectively.

Brantwood is committed to diversity, equity, and inclusion (DEI) across the organization's programs, staffing, practices, and culture. The ED is charged with advancing efforts that reinforce this commitment.

While the endowment covers much of the operational expenses, the ED will need to focus on fund development, in partnership with the Board of Trustees, for capital expenses and to support the ever-increasing operational expenses of an overnight camp.

A year-round center of operations is located in Peterborough, NH during the non-camp period.

Executive Director Job Responsibilities

Planning and Programming

- Ensure a well-maintained organizational infrastructure with appropriate policies and procedures related to key operations that strive to be best in class (e.g., finance, human resources, etc.)
- Serve as a trusted partner with the Board of Trustees in matters related to the strategic direction of Brantwood and macro-operations (e.g. capital improvements)
- Design, implement, and evaluate the camp program to ensure a vibrant learning and socialization vehicle for campers and staff
- Attend workshops and conferences, as appropriate.

Staffing

- Staff recruitment and multi-year retention – plan summer staff orientation and ensure ongoing training (formal and ad-hoc) and goal setting
- Provide a healthy work environment where staff strive for success and are supported, evaluated, and treated fairly
- Supervise, evaluate, reward, and terminate full-time and seasonal employees.
- Identify, cultivate, interview, and ensure a high performing seasonal staff team

Revenue Generation

- Drive fundraising and serve as a motivational force in all philanthropic efforts
- Steward existing and identify new donors in partnerships with existing Trustees
- Evaluate the fundraising program on an annual basis

Finance

- Oversee all accounts and comply with generally accepted accounting principles

- Develop and execute the Board-approved annual budget
- Review registration fees and propose adjustments
- Oversee facility rental contracts

Marketing and Public Relations

- Serve as the public face of the organization with parents, alumni, donors, the media, and governmental authorities
- Engage with a broad spectrum of community players, including those with existing Brantwood relationships

Physical Demands and Requirements

The minimal physical demands that must be met by an employee to successfully perform the essential job functions follow and reasonable accommodations will be made for people with disabilities to perform the essential functions.

- Lifting and carrying up to 40 lbs
- Typing, writing, reading, hearing, and speaking
- Use hands and fingers to operate office equipment
- Prolonged sitting, standing, walking, and kneeling
- Current driver's license with no significant restrictions

Work Schedule

- Memorial Day to Labor Day physically live in close proximity (either own residence or provided housing)
- Non-summer - flexible schedule with the opportunity to work remotely
- Office day is typically 9:30 a.m. to 5:00 p.m.
- Weekends and evenings as required
- Time-off in lieu based on weekend or evening workload per personnel manual

Perform other duties as assigned or required.

The Ideal Candidate

While we recognize that candidates will not possess all the following qualities, ideal applicants will exemplify a number of these attributes, skills, and experiences and will have the capability to oversee an organization of Brantwood's size and scope.

Knowledge of the Field

- An understanding of the values, tradition, and culture that drive Brantwood.
- Experience working for or attending a camp, is a plus.
- Grounded in youth development principles.
- A knowledge of quality program development and implementation.

A Seasoned Manager

- Five plus years of management experience with a proven record of success.

- Solid understanding of nonprofit operations, including finance.
- Excellent supervisory skills, with the empathy and skill to develop and lead a collegial team.
- Experience managing risk, conflict resolution, and problem-solving.
- Database and office related software technical proficiency.

Fundraising Acumen

- Practical understanding of donor identification, cultivation, solicitation, stewardship, and evaluation.
- The ability to work directly with Trustees to successfully solicit gifts and maintain positive relationships.

Effective Communicator

- Excellent analytical, marketing, writing, and presentation skills.
- Working knowledge of social media.

Facilitative and Open Leader

- A team player and collaborative decision maker.
- Experience working directly with Board members and volunteers.
- Experience working with economically, socially, and culturally diverse communities and can effectively work across all stakeholders.
- Ability to work independently and extended hours in the summer.
- Sense of humor.
- A desire to learn and grow as a professional and foster the development of others.

Education

- An advanced degree or equivalent, related experience

Application Guidelines

Candidates must include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of Brantwood. Applications will be accepted until the position is filled. Send required documents to:

<https://eostransitions.applicantpool.com/jobs/>

Salary is commensurate with experience, with a range expectation of \$100K to \$120K. Excellent benefits include medical, dental, and vacation, a 403(b) retirement program, and a car allowance.

Brantwood is an Equal Employment Opportunity and Affirmative Action Employer and looks forward to an inclusive hiring process. It encourages a broad range of applicants, including candidates from diverse backgrounds and cultures, particularly

candidates of color, bicultural candidates, LGBTQ candidates, and/or those with lived experience with the communities that Brantwood serves.

This executive search is being conducted by Eos Transition Partners consultant Nancy Jackson. All submissions will be acknowledged and are confidential, and any questions must be submitted to: njackson@eostransitions.com.

