

# **MATTOLE RIVER CAMP AND RETREAT**

## **Executive Director Job Description**

### **Primary Responsibilities**

The Executive Director (ED) is responsible for the overall leadership and management of Mattole River Camp and Retreat (MRCR). The ED is responsible for implementing the vision for the organization set forth by the Board of Directors, for leading and inspiring the staff and volunteers and for supporting the development of our community both internally and in the surrounding area.

The ED is responsible for overall business operations. This includes financial management, facility management, program development, marketing, fund raising and volunteers. In this role, the ED will work to ensure, promote and extend the mission of MRCR. The ED implements organizational policies approved by the Board in such areas as finance and budgeting, personnel, marketing, communications and community outreach. The Executive Director reports to the Board of Directors.

### **Operations**

#### Administration

- Maintain a master guest schedule.
- Manage part-time staff, including cleaning, maintenance, bookkeeping, etc.
- Attend board meetings and committee meetings as required.
- Communicate with potential guests, host visitors touring the property.
- Responsible for check-in and check-out of guests.
- Provide 24 / 7 emergency contact for guests

#### Financial

- Support financial policies and procedures approved by the board.
- Create and manage budget approved by the board.
- Provide fiscal oversight and controls.
- Grow annual revenue through increased guest nights and / or strategic partnerships.

#### Facility

- Develop a Facilities Committee to focus on maintenance and improvement.
- Provide a 5 – 10 year plan for facility improvements.
- Create a routine maintenance schedule.
- Manage and maintain the water system.

### **Programs**

- Work with the core group of camp guests to look for growth opportunities.
- Develop partnerships with local organizations.
- Develop a Marketing Committee to provide a marketing strategy in support of the strategic plan.

### **Development / Fundraising**

- Create a Development Committee to focus on cultivating individual donors.
- Develop relationships with Humboldt County non-profit support organizations.
- Develop a process for Grant writing to local foundations.

### **Strategic Planning**

- Work with the Board to develop strategic planning goals.

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**Salary**

- The salary will be commensurate with experience but will meet the minimum requirements of the State of California (\$68,400 on January 1, 2025).
- The option is available to live on site which will require a negotiated monthly rent.
- Paid Vacation – 4 weeks per year
- Sick Leave - based on accumulated hours per the State of California requirements

**Work Schedule**

This is an exempt position and the work schedule will vary depending on need. It is expected that it will require on average 40 hours per week, including some weekends, holidays and evenings.