

Recruitment Brochure for

# CEO for Camp Fire USA

Central Puget Sound Council



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## Application Procedures for Camp Fire CEO/ED Position

Applications for this position of CEO/ED must be submitted by the deadline of **Wednesday, September 29<sup>th</sup>, 2010**. Please submit the following items to be considered for this position.

All needed information regarding the CEO/ED application procedures, historical and current information regarding the Camp Fire Council is listed in plain view on the Camp Fire Website at: <http://www.campfire-usa.org/>

***Note:** We will not consider any applications that do not have all the required documentation listed below. We really want to see all of you as viable applicants so please comply with our requirements to allow us to consider you for this position.*

- Current Resume – please include your complete job history.
- List of at least four references with phone numbers and email addresses.
- Responses to ‘Questions for CEO Applicants’ provided with this document.
- Salary History – please list your last three years of salary history.
- Availability for work i.e., please indicate a date by which you could begin employment for Camp Fire – our goal is December 1<sup>st</sup>, 2010 but we can accommodate starting times of up to January 3<sup>rd</sup>, 2010.

To submit your materials please go to [ceosearch@campfire-usa.org](mailto:ceosearch@campfire-usa.org) and send us your information as requested above including items 1 thru 5.

If you prefer you could mail your materials to:

**Camp Fire - Central Puget Sound Council**  
**c/o Ngoc Do-PERSONAL AND CONFIDENTIAL**  
**4241 21st Ave W., Suite 200**  
**Seattle, WA 98199-1250**

Thank you for applying.  
We look forward to reviewing your materials.

-The Camp Fire CEO/ED Search Committee

# CEO Position Requirements

## Education

Master's Degree in Non-profit Administration, Social Services, Public Administration, MBA or equivalent preferred; Bachelor's Degree required.

## Experience

10+ years of senior leadership/ management experience in business administration and operations, financial management and human resources management/ development, and a strong demonstrated track record in fund raising. Extensive experience in high-level, non-profit management or equivalent required; exposure to youth development and family strengthening principals and programs very desirable. Demonstrated ability to manage for diversity a must.

## Skills

Strategic Tactical Planning; Financial Administration & Fund Development; and Change Management skills are essential. Highly developed interpersonal skills, written and verbal communication skills. Recognized ability to passionately and articulately represent and market a social sector mission and case to gain financial and community support. Strong and proven problem identification and resolution capability, complemented by a demonstrated capacity to anticipate opportunities and challenge and respond accordingly. Ability to effectively facilitate human, financial and other resources outside of his/her direct management or control.

## Questions for CEO/ED Applicants

Please respond **briefly** (one to two paragraphs maximum per question) to the following questions:

- What motivated you to seek employment with the Camp Fire program at this time in your career?
- Describe how you work with a Board of Directors i.e., what is your basic view of Board and CEO/ED relationships?
- What is your greatest asset in terms of skills as a leader of a non-profit organization?
- How do you manage change?
- Please define for us the difference between Strategic Planning and Tactical Planning/Accountability.
- What is the greatest single achievement of your professional career to date?

# Camp Fire USA Central Puget Sound History & Mission

## Mission

Camp Fire USA Central Puget Sound Council builds caring, confident youth and future leaders.

## Vision

Camp Fire is this community's first choice for building caring, confident youth and future leaders. We provide every youth an opportunity to build key assets, experience success, care for our environment, and have fun.

## Statement of Philosophy

We are an effective youth development organization committed to building upon 90 years of rich history and experience in responding to the changing needs of youth. We believe that through informal education programs "kids can be kids," have fun, learn to set goals, meet challenges, discover themselves, and become responsible, caring citizens. We are dedicated to the philosophy that staff, volunteers, youth and families are partners in shaping Camp Fire policies and programs, and that the talents of all are essential to our success. Our communications are direct, open, and respectful. We value our unity and differences, recognizing that there is strength in both. Our pledge to all youth will be shown through continually enhanced programs, a stable and broad funding base, and enthusiastic youth, staff, and volunteers who reflect the rich diversity of our communities.

## Camp Fire History

- 1910 Founded by Dr. Luther Halsey Gulick and Charlotte Vetter Gulik in Maine.
- 1911 First local groups started in Federal Way and Kirkland.
- 1920 Camp Sealth established as resident camp for girls in Washington State.
- 2009 12,680 children and families served in that year alone.
- 2010 Central Puget Sound Council celebrates 100 years of serving youth.

## Current Financial and Personnel Data

- Camp Fire Central Puget Sound Council Budget for 2010 = **\$3.2M**
- Full Time FTE's = 24 & Part Time Staff = 23