

**POSITION DESCRIPTION**  
**Camp for All Kids, Inc.**  
**Chief Advancement Officer**

**DATE:** April 2016

**REPORTS TO:** Camp for All Kids' Board of Directors

**OVERVIEW:** In coordination with the Board of Directors, responsible for leading Camp for All Kids' fund development efforts by securing financial and in-kind support from individual, corporate and foundation donors to support Camp for All Kids' mission of promoting and facilitating racial diversity by sending kids from underserved communities to overnight summer camp. Manage portfolio of donors and donor prospects, with primary responsibility for identifying, researching, cultivating, soliciting and stewarding relationships that result in increased annual gift commitments in support of Camp for All Kids. Also responsible managing relationship between foundation and partner camps and partner schools, including working with both to identify and place Camp for All Kids scholarship recipients

**ESSENTIAL RESPONSIBILITIES:** Working closely with the Board of Directors and Camp Directors and in support of the mission of Camp for All Kids:

1. Create and implement short- and long-term action plans for cultivating, soliciting and stewarding individual donors and prospects in support of outright gifts and, as circumstances warrant, deferred estate commitments.
2. Cultivate and sustain strong relationships with a diversity of individual donors, ensuring that critical information is available and communicated to donors, members of the Board of Directors, and Camp Directors in a timely and professional manner.
3. Ensure coordinated communication strategies with camp alumni, camp families and other prospective donors.
4. Coordinate the planning, management and implementation of special events designed to develop donor relationships and financial support, including the development of invitation lists, the documentation of attendance, the completion of follow-up solicitations, and the management of other vendor relationships involved in implementing the events.
5. Work with board committees, including strategic planning, mentor, partner school, and alumni committees, to develop new programming and revenue opportunities.
6. Assist annually with the preparation of budgets, income projections, and expense requirements for the following fiscal year.
7. Provide excellent customer service and maintain a positive relationship with all donors and Camp for All Kids volunteers.
8. Work collaboratively with Camp for All Kids' Board of Directors to schedule and facilitate regular Board meetings, deliver requested information and reports, and report on adherence to agreed-upon fundraising related metrics and outcomes.
9. Ensure prospective and current donor data is recorded appropriately in database in accordance with prospect management processes.
10. Maintain positive relationships with partner schools and coordinate placement of Camp for All Kids scholarship recipients with partner camps.
11. Develop an evaluative tool to measure program effectiveness and provide increased funding opportunities.

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**REQUIREMENTS:**

1. Undergraduate degree.
2. Three years institutional advancement and/or not-for-profit fundraising experience preferred, or other work and/or educational experiences that demonstrate commensurate level of professionalism and/or interest in non-profit work.
3. Driven, outgoing self-starter who can work with minimal oversight and achieve team goals on a consistent basis.
4. Ability to communicate effectively both verbally and in writing.
5. Ability to relate in collegial manner with individuals from all backgrounds, interests and perspectives.
6. Appreciation and respect for the confidentiality of highly personal information.
7. Ability to travel to locations where Camp for All Kids alumni, camp families and other prospective donors reside.
8. Personal experience as overnight summer camp camper or counselor is highly desired.

**ADA REQUIREMENTS:**

1. Must be able to review detailed billings/proposals/contracts, view computer monitor, make individual and/or public presentations
2. Must be able to communicate extensively via telephone, one-on-one conversations and public presentations
3. Must be able to handle heavy keyboard and calculator use, and process large volumes of paperwork.
4. Requires the ability to sit or to stand for extended periods of time, and negotiate local and national travel.

Please send your resume and cover letter to [apply@campforallkids.org](mailto:apply@campforallkids.org).