Job Title: Director of Operations, Tanadoona  
Reports to: Chief Executive Officer  
Supervises: Facilities Manager, Outdoor Programs Manager  
Classification: Exempt status; full time (40 hours per week)

Who we are

With nature as our catalyst, we energize youth to discover their spark so their futures glow brighter. Youth spend 90% of their time indoors. Camp Fire Minnesota addresses this challenge by delivering culturally relevant, nature-based programs at Tanadoona, Camp Bluewater, and throughout the community to over 6,000 youth from all backgrounds each year. We help youth “light their spark within” through summer camp, environmental education & STEM classes for schools, and community-based out-of-school time nature programs. We are proud to offer inclusive and welcoming programs to youth in the community. To this end, 40% of Camp Fire youth participate at reduced or no cost. As a result of their Camp Fire experience, 92% of youth report valuing nature and stewarding the environment.

What's getting us inspired

We are passionate about learning from and partnering with others doing great work. We are inspired by:

- The Atlantic and REI’s Five Ways to Make the Outdoors More Inclusive: An Action Plan for Change
- Thorne Nature Experience’s philosophy and approach to delivering culturally meaningful nature experiences
- Children & Nature Network, Outdoors Alliance for Kids, The Alliance and other advocacy groups dedicated to connecting all youth to nature
- Shinrin Yoku or ‘forest bathing’ as a tool for nature connection, healing and well-being

Where we are headed

Camp Fire Minnesota envisions a future where all youth have access to nature – and nature is the catalyst for change in their lives. We believe the well-being of our children, community and planet depends on nature connections that range from outdoor play to environmental education to nature-based healing. In order to bring this vision to life, we:

1. Embarked on a multi-year diversity & inclusion initiative in 2018. In 2019, we hired our first ever Director of Inclusion and Program Impact. In 2020, we are holding community conversations, aimed at understanding how culturally relevant connections with nature can support young people’s and communities’ goals.
2. Are investing in our property, Tanadoona. In spring 2020, Tanadoona will have a new Community & Dining Center, expanding our capacity to serve youth year-round.
3. Are expanding our organization capacity to fuel year-round growth at Tanadoona, including a new Director of Operations, Tanadoona and Business Development and Sales Manager position.
4. Broadening the scope of what it means and looks like to provide meaningful and equitable outdoor experiences to young people.

Our desired candidate

As we grow from a primarily seasonal-use property to a year-round outdoor experiences property, the Director of Operations, Tanadoona will bring the organization’s vision for Tanadoona to life: ensuring youth from all backgrounds can access the power of nature at Tanadoona year-round. This position will work hand-in-hand with our Director of Inclusion & Program Impact to oversee all Camp Fire programs.
This key position will be visionary, strategic and oversee the Tanadoona leadership staff to ensure high quality, nature-based programming and safe and positive youth experiences outdoors with demonstrated youth development outcomes. Additionally, this position oversees the operations of our Grand Rapids property, Camp Bluewater, which is primarily seasonal use. This position is a member of the Senior Management Team.

An ideal candidate will:

- Have a vision and drive for growing Camp Fire’s land-based programs, connected to our strategic plan
- Have a business mindset focused on growth and customer service
- Be a coach-like leader who inspires others toward excellence
- Be inspired by change and skilled at change management
- Have multi-dimensional strengths
- Be passionate about connecting all youth to nature
- Have minimum of 7 years’ experience in program management, operations, or related field, including outdoor programs

Your role at Camp Fire Minnesota

1. **Business Model:** As part of our Master Plan for Tanadoona, in spring 2020 a new Community & Dining Center at Tanadoona will open. This facility provides opportunity to increase youth served year-round and to increase rental revenue.
   a. Drive growth of year-round use by developing a comprehensive business model for Tanadoona that supports strategic priorities of increased programming and rental.
   b. Develop a growth budget, balancing financial sustainability and access through financial assistance.
   c. In partnership with your team, oversee financial management, budgeting, and regular reporting to meet organization goals and budget.

2. **Tanadoona Programs**
   a. Audit and operationalize existing programs (summer and school break camps and field trips) and new programs with the addition of the new Community & Dining Center.
   b. Audit and develop operationalize processes across property use, including rental, team-building, and volunteer experiences.
   c. Advise on staffing needs based on year-round program and property use projections.
   d. Oversee Tanadoona-based program development and operations, e.g. K-12 Environmental Education & STEM field trips, summer and school break camps, family and community programs, rental groups, team-building programs, and volunteer groups. Also includes food service, business operations, successful camper/student and staff supervision, and health care services.
   e. In partnership with Director of Inclusion and Program Impact:
      i. Ensure programs are accessible and inclusive;
      ii. Develop new culturally relevant programs and evaluations to meet the community’s needs;
      iii. Provide staff training and coaching to ensure program excellence; and
      iv. Oversee evaluation of Tanadoona programs, ensuring data-driven continuous improvement.
   f. Utilize prudent decision-making and continually analyze data regarding enrollment trends, recruitment and retention strategies, as well as program outcomes.
   g. Ensure appropriate risk management policies and procedures for programs and services at Tanadoona.

3. **Grounds & Facilities**
   a. Ensure safe and efficient operations for camp facilities by implementing, conducting and recording annual assessments and regulation alignment of safety, licensing/certifications, trainings, property, equipment and maintenance needs.
   b. Ensure Tanadoona’s Master Plan and Land Management Plan guides our conservation, program and revenue-generating activities.
c. Maintain and develop community partnerships in support of Tanadoona’s Master Plan and Land Management Plan.

d. Oversee the operations and maintenance of Tanadoona's facilities, including the new Community & Dining Center, and Camp Bluewater.

4. Organizational Leadership
   a. Be part of shaping Camp Fire Minnesota’s future vision and strategic initiatives. Inspire your direct reports to bring these to life.
   b. Represent Tanadoona’s programs with Camp Fire’s board of directors, attending meetings and events as necessary.
   c. Collaborate with development department to secure necessary resources to fuel Camp Fire’s growth.

5. Marketing & Outreach
   a. Serve as the face of Tanadoona within the community by engaging in outreach efforts to raise awareness of our property and the power of nature.
   b. Participate in the development and implementation of marketing strategies to increase Tanadoona participation and revenue.

Skills and Abilities

- Excellent written and verbal communication skills
- Experienced organizational, programming, and project management skills
- Exemplary team building skills
- Ability to take initiative, be flexible, use sound judgment, and work harmoniously with others
- Experience working with diverse populations
- Ability to respond to emergencies at any time
- Certifications required within 30 days of hire: American Red Cross CPR and First Aid
- Knowledge of ACA Accreditation requirements, preferred

Salary and Benefits

Salary range $68,000-73,000 based on experience. Competitive benefits package, including 3% retirement contribution and sabbatical policy.

Application Instructions

Please submit resume, cover letter and three professional references to: hr@campfiremn.org.

Camp Fire Minnesota is strongly committed to addressing environmental justice. We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and people of color, LGBTQIA+ individuals, and unemployed persons to apply.