

**YMCA CAMP BELKNAP  
CAMP ADMINISTRATOR  
JOB DESCRIPTION**

**Job Title:** Camp Administrator

**Organization Overview:** YMCA Camp Belknop is an all-boys summer resident camp in Tuftonboro, New Hampshire. Founded in 1903, it is an independent non-profit organization affiliated with the national YMCA. Camp Belknop has 10 year round staff, 100 staff seasonally and welcomes over 1,100 boys to camp each summer.

**Job Objective:** Responsible for supporting the Executive Director in both operational and strategic initiatives.

**Reports To:** Executive Director

**Position Classification:** Full-time Employment

**Consults With:** Parents of campers, Staff, Alumni and other interested parties

**Responsibilities:** Executive Assistant Duties:

- Provide high-quality administrative and clerical assistance.
- Schedule meetings, making travel arrangements and organizing daily calendars.
- Undertaking the tasks of receiving calls, take messages and routing correspondence
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Conserve executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Protect operations by keeping information confidential.
- Prepare reports by collecting and analyzing information.
- Secure information by completing database entry.
- Conduct data analysis as required.
- Respond promptly to managers' queries
- Coordinate calls/meetings and support deliverables for Board of Trustees

Schedule of Deliverables and Events:

- Support the Directors in assuring appropriate completion of deliverables to third parties or internal requirements
- Help manage Directors schedules by providing reminders before and on due dates and events
- Prepare all materials for Directors prior to events and travel

Fundraising Tasks:

- Support the data entry into the camp's alumni and parent database
- Provide administrative support surrounding development such as the annual fund, events and general communications
- Together with counsel, establish campaign fundraising goals and metrics, analyze fundraising data to monitor project success, and recommend revisions to the fundraising plan, as needed, to meet goals.
- Run a wide-range of campaign reports to evaluate progress towards goals, track pledges, payments, and invoicing, and monitor campaign budget, as well as develop reports for the Board, Campaign Fundraising Steering Committee, Belknop's leadership, and others as needed.
- Manage the campaign prospect list by developing targeted cultivation plans and solicitation strategies for a range of prospects, and providing support to school and volunteer leadership in advancing prospect and donor strategies.

- Manage campaign policies and practices, including but not limited to gift policies, donor acknowledgement, recognition and reporting.
- Maintain the campaign calendar, ensuring that it is coordinated with the Advancement and programmatic calendars.
- Recruit and manage campaign volunteers; schedule and support campaign committee meetings.
- Manage the campaign fundraising budget in concert with the Advancement Director.
- Ensure that data related to campaign prospects and donors is recorded and tracked in the database.
- Coordinate with other staff on gift accounting, gift acknowledgement, accurate record keeping, and timely financial reporting.

Other:

- Contributes to team effort by accomplishing related results as needed.
- Support Directors in managing staff morale through coordination of company events, food for office and employee programs
- Suggest more efficient ways to run the office and troubleshoot malfunctions
- Travel occasionally to plan ahead and or support meetings/events
- Support summertime program on weekends such as change days, community programming and off hour programs

**Qualifications:**

- 5 to 10 years experience in a corporate, human service or non-profit setting
- Excellent verbal and written communication skills
- Attention to detail
- Excellent knowledge of MS Office Suite; Word, Excel, PowerPoint and Outlook
- Self motivated with the ability to multi-task
- Ability to work in a summer camp environment
- Bachelors Degree
- Proven experience as an executive administrative assistant, senior executive assistant or in other secretarial position
- Full comprehension of office management systems and procedures
- Discretion and confidentiality
- Review and recommend changes to our company policies
- Familiarity with online calendars and cloud systems
- Experience with Salesforce a plus

Interested candidates should submit a cover letter and resume to [seth@campbelknap.org](mailto:seth@campbelknap.org)