



## Camp Fire Heart of Iowa Job Description

**POSITION:** Administration & Donor Relations Manager  
**CLASSIFICATION:** Full-time, exempt  
**REPORTS TO:** Executive Director

**JOB SUMMARY:** Responsible for the administration of the Camp Fire office, communicating with clients and stakeholders, and management of Camp Fire's donor and registration systems.

### **QUALIFICATIONS:**

1. Associate's degree in business or related field preferred.
2. 1-2 years of related experience in office and database management preferred.
3. Goal-oriented and highly organized self-starter able to maintain high standards for their work.
4. Excellent written and verbal communication skills, experience with business writing, editing, and proofreading a plus.
5. Proficiency with Microsoft Office including Word, Excel, and Outlook.
6. Must be able to pass a criminal background check.
7. Valid driver's license.
8. Ability to communicate with children, teens, parents/guardians, donors, volunteers, and alumni in an enthusiastic and positive manner.
9. Ability to establish and maintain positive working relationships.
10. Good character, integrity, patience, and adaptability.
11. Have, or have the ability to complete, First Aid/CPR and Mandatory Reporter certification.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions.

1. Use of hands, fingers, arms, feet and legs to perform daily duties.
2. Ability to speak and hear.
3. Significant sitting, standing, walking, and physical activity.
4. Significant amount of time spent outdoors.
5. Ability to lift and carry fifty (50) pounds.
6. Ability to constantly interact with the public in a professional manner.
7. Ability to perform professionally in stressful situations.
8. Ability to follow proper wearing, cleaning and/or replacement procedures of Personal Protective equipment (masks, gloves, etc.) all day in all climates.

### **ESSENTIAL FUNCTIONS:**

1. Be a positive role model for youth in language, dress, behavior, and attitude.
2. Assist callers by taking requests for information, answering questions, updating camper balance of fees, and transferring calls to appropriate staff.
3. Orders and stocks necessary supplies in the office and manages relationships with outside vendors.
4. Maintains working knowledge of all programs and services in order to properly respond to customer questions and inquiries.

5. Manages registration and donor databases including fees and payments, donor acknowledgement, customer assistance and correspondence, data collection, and reporting.
6. Receives and follows through on all general organization correspondence via mail and email.
7. Manages financial assistance requests and record keeping for all funds distributed.
8. Prepares and distributes necessary program documents and reports to staff including rosters, health forms, and check-in sheets.
9. Hires, trains, and assists in supervision of seasonal administrative staff.
10. Assists with financial management including depositing checks/cash, sending invoices, and processing payments to vendors.
11. Manages meeting logistics for Camp Fire staff, Board of Directors, committees, and advisory boards.
12. Provides administrative support, as needed, to Executive Director and other professional staff.
13. Perform other duties as assigned.

**SALARY & BENEFITS:** \$35,600-37,000/year depending on experience. Additional benefits include an insurance plan covering health, vision, and dental, paid vacation and sick leave, paid holidays, employer sponsored training and professional development, and a 401(k)-retirement plan with employer match.

**APPLICATION PROCESS:** Submit resume and cover letter to Kelly Peterson, Executive Director at [kelly@campfireiowa.org](mailto:kelly@campfireiowa.org) with 'Administration & Donor Relations Manager Application' in the subject line. Anticipated start date of February 2022.

**OUR COMMITMENT:** Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.