



BOSTON EXPLORERS

An Urban Camp for Kids

Executive Director

Job Description

Organization Overview

[Boston Explorers](#), founded in 2011, is an urban day camp committed to high-quality out-of-school learning experiences for young people based on the belief that all children should have full and equitable access to our city and its rich history, culture and commercial and natural resources. The camp typically serves 175 young people per summer, ages 6-14, primarily from Boston's Dorchester, Roxbury, Hyde Park and Mattapan neighborhoods. Our mission is to help children develop a sense of autonomy, master skills and enrich their sense of curiosity using the city as their campground.

As a thriving nonprofit organization, we are looking for a visionary Executive Director to build upon our existing programming, while bringing their own innovative ideas, a fresh perspective and new partnerships that will shepherd the organization to the next level of growth and development.

Executive Director

As the principal leader, the Executive Director will carry out the mission of Boston Explorers, executing the program's guiding principles of creativity, hands-on learning, autonomy, spontaneous play, exercise, character-building and civic engagement. The Executive Director works in close partnership with the Assistant Director and reports to the Board of Directors.

Core Responsibilities

- **Stewardship of Boston Explorers' Mission, Vision and Guiding Principles**
 - Communicate and demonstrate mission, vision and guiding principles in all aspects of work and with all key stakeholders
 - Lead and coach staff; develop and ensure consistent and effective systems to track goals and mark progress
 - Regularly evaluate program components, measuring successes that can be effectively communicated to the board, funders and other constituents
 - Develop, maintain and support a strong Board of Directors; seek and build board

involvement with strategic direction for both ongoing summer operations and weekend expansion programming during the school year

- **Financial Oversight (in collaboration with board treasurer and CPA)**
 - Payroll and benefits management
 - Tax filings and payments
 - Purchasing and budget management
- **Fundraising, Promotions and Marketing**
 - Identify, cultivate, solicit and steward individual, family, corporate and government donors and other mission-aligned grant opportunities
 - Oversee marketing campaigns, e.g. brochures and mailings
 - Expand revenue-generating and fundraising activities to support existing program operations and the expansion of year-round programming
- **Site & Licensure**
 - Negotiate and oversee summer and school vacation site rental agreements with Boston Public Schools Facilities Management
 - Design food management strategy
 - Remain current on regulations for Massachusetts recreational camps, including licensure, food safety and inspection management
- **Staffing**
 - Based on the needs of each program season, recruit, hire and train a collaborative counseling staff that best defines and reflects the mission of Boston Explorers
 - Oversee training for camp licensure and orientation: First aid, food service and health screenings
 - Oversee supervision and evaluations of all employees
- **Programming**
 - Research potential explorations and develop program activities and explorations that align with BE mission and vision
 - Ensure ongoing inter-age and child-driven programmatic excellence
 - Create a daily schedule of programs
 - Identify, meet and coordinate with program partners
- **Data Management and Family Communications**
 - Oversee and navigate Bloomerang data management platform
 - Draft, approve and monitor all communications between Boston Explorers and constituents

Qualifications

- Demonstrated collaborative, compassionate leadership in a youth-serving nonprofit organization
- Demonstrated understanding of the complexity and challenges of race, class and culture facing Boston's youth
- Proven commitment to equity, justice and inclusion in organizational decision-making, hiring, strategy and operations
- Strong oral and written skills: Aptitude for cogent, persuasive and passionate communication to effectively convey the organization's mission to a variety of stakeholders

- Familiarity with budget management and current tax and business regulations
- Familiarity with Quickbooks accounting platform a plus
- Highly organized, decisive, and the capacity to exhibit calm under pressure
- Fluency in Spanish a plus
- College degree or equivalent experience

Application Process

- Interested candidates should send a cover letter and resume to the board president, Robert Ditter: bobditter@gmail.com. The **deadline** for receipt of applications is **December 17, 2021**.
- Boston Explorers does not discriminate in employment opportunities or practices on the basis of race, color, gender, age, religion, national origin, ancestry, gender identity, sexual orientation, marital status, disability, veteran status or any other protected category by law
- Job Type: Full-time
- Flexible schedule with remote work opportunities
- Paid sick, holiday and vacation time
- Health insurance and retirement benefits
- Starting annual salary: \$75 - 95,000 commensurate with experience