



## **Executive Director, Rock Springs Ranch**

### SUMMARY OF POSITION

The Rock Springs Ranch Executive Director is responsible for the overall direction and operation of Rock Springs Ranch, a camp, conference and retreat center which operates as the state 4-H camp and leadership center located near Junction City, Kansas. A business unit of the Kansas 4-H Foundation, this facility offers full-service housing, dining, and recreational services for more than 15,000 people each year. Under the direction of the President/CEO of the Kansas 4-H Foundation, the Rock Springs Ranch Executive Director is responsible for financial success through administrative staff leadership, marketing, food service, recreational, custodial and maintenance efforts.

### ESSENTIAL OPERATING RESPONSIBILITIES

- Provides daily leadership in the operation of Rock Springs Ranch to serve Kansas 4-H and other youth and adult groups, organizations, and businesses
- Inspires a team-oriented environment that fulfills the mission of the organization and successful organizational management
- Supervises operational and programmatic directors
- Management objectives include, but are not limited to, safety for guests and employees, growth marketing, maintenance of facility buildings and grounds, outstanding hospitality for facility guests, successful retention of user groups, marketing to potential user groups in collaboration with the Foundation communications team, expense control, revenue growth and a positive environment for guests and employees
- Provides leadership with camp director for summer camp enrollment, retention, program planning, and staff recruitment

- Provides assistance and support for the fund development efforts of the Kansas 4-H Foundation, including surfacing, cultivation and stewardship of current and potential donors
- Serves along with President/CEO, Chief Financial Officer, and Development Officer as a member of the Foundation executive leadership team
- Responsible for all other duties that may be assigned

This job description should not be construed to imply that these requirements are the position's exclusive standards. Incumbents will follow any other instructions and perform any other related duties as may be required. Reasonable accommodations will be provided to qualified individuals with disabilities. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment. The Kansas 4-H Foundation is an Equal Opportunity Employer.

## QUALIFICATIONS AND KNOWLEDGE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skills, and/or abilities required.

## ABILITIES AND SKILLS

- Requires a commitment to Kansas 4-H Foundation and Rock Springs Ranch mission and values
- Models leadership, integrity, and positivity while fostering a team-focused culture who collaborate to achieve top performance.
- Demonstrated understanding of the camping and hospitality industries
- Excellent business management skills for a dynamic and complex organization
- Excellent command of communications and messaging strategy
- Excellent communication skills: verbal, written and listening
- Excellent organizational and follow-through skills with attention to detail
- Excellent grammar, punctuation and proof-reading skills with command of the English language
- Ability to comprehend and interpret financial reports
- Ability to provide staff leadership to fulfill organizational goals and objectives
- Ability to monitor and establish a team-oriented environment
- Ability to exercise considerable initiative, resourcefulness and common sense judgment
- Requires proficiency with computer software applications common in the camp and retreat industry

- Demonstrates and models teamwork with the ability to interact with others and communicate with individuals at all levels of the Foundation, as well as potential donors and others the Foundation is dependent upon
- Ability to operate various types of office equipment
- Ability to stay current on general business topics, including technologies, programs, employment law and business changes
- Ability to develop budgets, develop revenues and control expenses
- Provide front-line leadership for public relations initiatives and marketing efforts

## TRAINING AND EXPERIENCE

- Bachelors of Science degree in Business Administration, Finance, Marketing, Communications, Park Operation Management, Hotel/Restaurant Management or a related field or equivalent experience is required
- Minimum of four years of successful and progressive business management experience, preferably in the camp or hospitality industry
- On-the-job work experience supervising a team-oriented workforce
- Preference for an understanding of K-State Research and Extension and Kansas 4-H
- Preference for a background in non-profit 501(c)(3) organizational management

## SUPERVISORY RESPONSIBILITIES

The Director provides direct supervision to the Rock Springs Ranch team, including program, administrative, food service, maintenance, grounds and custodial functions.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS

- The Executive Director will reside on grounds in provided housing - Stone House is the designated director's housing - 5 bed/2 bath, finished basement, private backyard
- Camp and hospitality culture demands unique hours and on-call status
- Requires work outside of normal office setting; normal work hours may include days, evenings, weekends, and holidays
- Requires the ability to sit and/or stand or remain stationary for prolonged periods of time (1-2 hours)
- Requires the use of computer system with normal visual range and acuity, color determination, and the ability to distinguish letters and numbers

- Requires the use of voice telephone; must possess good oral communication skills; ability to speak clearly, and listen attentively along with appropriate hearing acuity
- Requires the ability to lift, load/unload and rearrange materials up to 30 pounds
- Exposure to some cleaning chemicals and various supplies
- Requires ability to obtain a valid Kansas driver's license

The Rock Springs Ranch Executive Director reports to the President/CEO of the Kansas 4-H Foundation.

## COMPENSATION

Compensation will be a salary \$70,000-\$90,000. Benefits include 403(b) with organization contribution and match, health, dental, and life insurance, PTO, and professional development. Housing provided on the grounds at Rock Springs Ranch.

## TO APPLY

Please email a cover letter and resume to [jobs@rockspringsranch.org](mailto:jobs@rockspringsranch.org). The position will remain open until filled.