



Camp Allen Position Profile

Executive Director

Bedford, New Hampshire

Overview

Camp Allen is an overnight and day summer camp that provides opportunities for friendship, growth and fun for children and adults (ages 6-80) with developmental and/or physical disabilities in an outdoor environment. Camp Allen was established in 1931 by the Boston Lions Club, later Boston Kiwanis in partnership with the Manchester Lions Club as a retreat for young girls from Perkins School for the Blind. By the mid-1960s the mission was changed to include individuals of all ages with developmental and physical disabilities. More than 800 campers attend for one, two and even multiple weeks of fun in the great outdoors.

Camp Allen is located in the Merrimack Valley of New Hampshire, and is incorporated in Bedford, a suburb of Manchester. The Camp sits on 58 acres, surrounded by woods on all sides, next to Reeds Ferry State Forest. The Camp features a sensory garden and 23 buildings, including a pavilion, some winterized cabins, a health center and a seasonal dining hall. Camp Allen features modest living space for the Executive Director or the Camp Director's use.

Mission and Values

Camp Allen NH's mission is to provide opportunities for growth, friendship, and fun for individuals with disabilities in an outdoor environment.

Programs

- **Residential Camp**
- **Day Camp**
- **Life Camp**
- **Campower**

For a more comprehensive look at Camp Allen programs and services, and the values and philosophies upon which the organization operates, please see <https://www.campallennh.org>.

About the Position

Camp Allen, a nonprofit organization with a rich history of providing transformative camp experiences for individuals with diverse abilities, is seeking a visionary and compassionate

Executive Director. Known for its high-quality programs, dedicated staff, and strong sense of community, Camp Allen offers a unique opportunity to lead an organization deeply rooted in trust, respect, and inclusion. The new Executive Director will be instrumental in spearheading strategic objectives, enhancing community outreach, strengthening financial sustainability, and driving operational excellence while maintaining the camp's vibrant culture and mission-driven approach. This role calls for a leader with expertise in nonprofit management, fundraising, and strategic partnerships, who is ready to champion Camp Allen's mission and expand its impact.

Key Priorities

1. **Spearhead the organization in its strategic objectives** by developing Year Round programming, and leading the development of capital campaigns to expand the buildings for creation of a new year-round dining hall/multipurpose facility.
2. **Community Outreach & Relationship Building** by being active, visible, and engaged with the local community. This includes working closely with local organizations, donors, civic groups, and referring partners. By enhancing brand awareness through marketing and outreach, the Executive Director can help more people understand Camp Allen's value and ensure potential supporters, partners, and families know what the camp has to offer.
3. **Strengthening Internal Operations & Management Practices** by focusing on hiring essential leadership roles (like a camp director), clarifying everyone's responsibilities, and providing proper oversight for HR and finance operations. Establishing effective training and compliance systems will help the camp run more smoothly behind the scenes, allowing staff to stay focused on delivering a high-quality experience for campers.
4. **Team Building & Cultural Alignment**, which will include taking time to learn from staff, volunteers, and campers—listening closely to their perspectives. By doing so, the Executive Director can maintain the supportive, respectful environment that already exists and help it flourish. Encouraging trust, collaboration, and respect will keep the camp's culture strong and foster a sense of belonging for everyone involved.
5. **Fundraising & Financial Sustainability** to ensure the camp's long-term financial health. There is a need for proactive fundraising, grant-seeking, and establishing strategic partnerships. Securing these financial resources will allow Camp Allen to invest in its facilities, keep offering outstanding programs, and chart a sustainable path forward, so that it can continue serving campers and their families for years to come.

Essential Qualifications, Skills and Attributes

- 5+ years of Nonprofit leadership experience, including experience working with and reporting to a board of directors, experience running a camp is a plus but not required
 - A history of progressively responsible experience in nonprofit leadership. Corporate or public sector experience at the executive level, along with significant volunteer leadership roles, may substitute for nonprofit experience.
- Strong skills in fundraising, grant writing, marketing, and community outreach
- Strong business management skills, including financial analysis and budgeting
- Understanding and appreciation of the population served, the Executive Director should truly value campers and their diverse needs
- A compassionate, empathic and positive individual able to skillfully lead a culturally diverse staff team
- Experience in building and/or asset management, including renovations, construction, and maintenance
- Experience creating and implementing new programs that align with organizational goals and serve community needs
- Demonstrated ability to plan, execute, and oversee projects from initiation to completion
- Creative problem-solver and thoughtful decision maker
- College Degree preferred, specifically in nonprofit, business administration or management, education and/or in the field of disabilities

Compensation

\$100,000-120,000 depending on experience. Benefits include 11 paid holidays + 4 weeks vacation, Health Insurance and Dental Insurance covered at 100% for employees and 50% for family, 2% contribution into an IRA. Up to \$10,000 Relocation assistance available.

Application Process

Camp Allen has retained Glick Davis & Associates, LLC to facilitate this search on their behalf. **To apply, interested candidates should e-mail their cover letter and resume as a single pdf file to:** campallen@glickdavis.com

The position is open until filled.

Inclusiveness

Camp Allen is an equal-opportunity employer and seeks to recruit people of diverse backgrounds and support the retention and advancement of diverse persons within the organization. We believe

that having a board, staff, and volunteers with diverse personal and professional backgrounds enhances our ability to meet our mission.