



Executive Director

Rehoboth Beach, DE

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Founder + CEO

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About CAMP Rehoboth

CAMP Rehoboth, Inc. is a 501(c)(3) nonprofit community service organization dedicated to creating a more positive environment inclusive of all sexual orientations and gender identities in Rehoboth Beach and its related communities. We seek to promote cooperation and understanding among all people as we work to build a safer and more inclusive community with room for all.

Position Summary

The **Executive Director** (ED) is responsible for leading CAMP Rehoboth (CAMP) toward achieving its mission while ensuring effective and sustainable operations. The ED implements the strategic plan of CAMP Rehoboth and other policies of the Board of Directors in support of the organization's mission and goals while leading the organization's fundraising, administration, facilities management, advocacy, and program oversight. In partnership with the Board, the ED also supports Board development and strategic planning and has ultimate responsibility for achieving annual and long-term fundraising goals. The ED is responsible for providing internal leadership and overseeing all aspects of the organization's staffing function, including key volunteers who staff programs. The ED also represents the organization to external constituencies, including funders, donors, elected officials, and the general public.

CAMP Rehoboth is a community-centered organization that relies on critical volunteer support throughout the year. A crucial aspect of this role is openly and meaningfully communicating with and engaging the Board, staff members, volunteers, and community members of all identities.

CAMP's next Executive Director is a charismatic, engaging leader with a passion for building community and making genuine connections. This is a considerable and consequential leadership role and one on whom members will rely to build upon its history and lift up the community for years to come.

Essential Job Functions

Management and Administration

- » Lead the implementation of the organization's strategic plans and institutional policies and procedures, with appropriate Board and staff participation
- » Oversee the day-to-day operation of CAMP Rehoboth and its facilities
- » Monitor and evaluate achievement of all organizational goals and objectives, continuously aligning operational capacity with strategic priorities

- » Provide leadership and support to all staff and key volunteers
- » Ensure programs and service delivery meet projected outcomes and remain in compliance with state and/or federal requirements in support of CAMP's mission and strategic plan
- » Ensure the consistency, quality, viability, and relevance of programs that complement the organization and enhance the community
- » Ensure all necessary administrative and operational systems are in place to support effective operations and sustainability
- » Ensure compliance with local, state, and federal laws and regulations

Leadership and Advocacy

- » Support the development of strategic plans in conjunction with the Board and staff
- » Translate and execute CAMP's mission and strategic plan into concrete, financially viable initiatives and programs
- » Ensure CAMP Rehoboth's position as a visible, trusted resource in the local and state communities
- » Position CAMP as a leader among LGBTQ+ community organizations by delivering innovative programs and resources that reflect the full diversity and uniqueness of its constituents + community
- » Actively engage and energize CAMP Rehoboth's broad range of constituents and stakeholders, ensuring inclusion and representation of all LGBTQ+ voices
- » Promote an organizational culture that embraces equal rights and fair treatment
- » Develop community-based partnerships and coalitions to advocate for safety, acceptance, inclusion, and education around LGBTQ+ issues
- » Keep abreast of trends and opportunities in relevant fields and integrate new information into programming as appropriate

Staff Development and Supervision

- » Ensure sound human resource policies and practices are in place to maintain a climate that attracts, retains, and motivates a diverse, top-quality team of staff, interns, and volunteers
- » Ensure orientation of staff, interns, and volunteers to policies and organizational mission, philosophy, and regulations
- » Develop and mentor staff to achieve program and organizational goals while enabling professional and personal growth that fosters job satisfaction
- » Ensure proper staffing and supervision of both paid and volunteer positions through effective recruiting and hiring, training and professional development, management, evaluation, and termination practices
- » Oversee the proper maintenance of personnel practices and records in accordance with state and federal laws

- » Ensure proper coordination with outside vendors for payroll, insurance, and HR benefits

Board Development

- » Develop agendas in partnership with the Board President and produce supporting materials for Board (and committee) meetings
- » Support the Board in executing its governance responsibilities by keeping Board members fully informed of and advised about relevant issues through ongoing communication as well as monthly and annual written reports
- » Support Board development efforts—including education, Board recruitment, and Board orientation—that ensure the Board and Board leadership include a diverse representation of constituents and stakeholders in keeping with the strategic plan
- » Attend Board meetings and (as appropriate) committee meetings

Financial and Information Systems Management

- » In partnership with the Board and staff, develop an operating budget aligned with strategic goals and ensure the ongoing financial health of the organization
- » Revise, enhance, and, where necessary, design rigorous financial policies, controls, and protocols to be recommended to the Board for adoption and implementation
- » Evaluate, oversee, and maintain sound financial practices and systems to manage day-to-day financial operations
- » Ensure the regular preparation and presentation of financial statements to the Board
- » Oversee systems of financial reporting and monitoring, including proper tracking of records, data, statistics, accounting processes, and profitability metrics for events and rentals
- » Ensure the proper filing of all required registrations, certificates, and legal documents
- » In collaboration with the finance committee, review and ensure accuracy of financial statements and schedules, including the annual audit and relevant tax filings
- » Oversee activities of outsourced accounting firm and vendors
- » Ensure the evaluation, maintenance, and upgrades (as needed) of IT infrastructure and systems, including the donor database

Fundraising and Community Relations

- » Raise money to support and expand CAMP programs; responsibility for growing and diversifying CAMP's donor base to expand the organization's financial capacity
- » As the executive leader and chief fundraiser for CAMP, oversee all fundraising strategies and execution to achieve annual fundraising goals
- » In partnership with the Board and Development Manager, create, maintain, and implement a development plan to identify funding sources, diversify funding streams, and achieve strategic goals

- » Regularly analyze past and current fundraising performance to plan for and establish annual and multi-year fundraising goals
- » Oversee the organization's annual fundraising campaign and activities, including individual giving, corporate giving, grant writing and reporting, and the planning and implementation of fundraising events executed by staff, volunteers, and outsourced producers
- » In partnership with the Development Manager and Board members, identify, cultivate, nurture, and maintain relationships with a broad array of donors to build individual giving, major donor, and planned giving programs
- » Assure the effectiveness and maintenance of fundraising and donation processing systems and databases
- » Ensure compliance with grant requirements for the use of funds awarded to CAMP Rehoboth, as well as the accuracy and timeliness of reports back to the grantor
- » Partner with the Board in developing and implementing marketing efforts to enhance organizational visibility
- » Serve as chief spokesperson for the organization, responsible for representing and articulating CAMP Rehoboth's mission and vision as well as the organization's approach to media coverage of equal rights and LGBTQ+ issues
- » Responsible for budget, staff, production, and resource oversight of CAMP's magazine, *Letters from CAMP Rehoboth*, and all communication components associated with the organization, including website, social media accounts, print and digital collateral, and other development informational materials
- » Develop and maintain strategic alliances with community leaders, elected officials, and other community organizations
- » Develop and maintain collaborative partnerships with members, volunteers, funders, other community organizations, and various service providers such as regional health systems, foundations, and social service agencies

Qualifications

Education + Experience Requirements

- » Minimum of eight to 10 years in nonprofit management/organizational leadership, with the ability to influence and drive organizational evolution in keeping with the mission, strategic goals, and capacity
- » Bachelor's degree in business, public administration, or a relevant field; equivalent work experience will be considered
- » Management/supervisory experience working with a staff size of three or more

Skills + Competencies

- » Proven experience in financial management with an organization of comparable size and complexity and exceptional skills in budgeting and financial analysis
- » Demonstrated commitment to and proven experience in public policy issues related to equal rights and fair treatment of LGBTQ+ communities
- » Experience in developing and implementing a fundraising strategy/plan, with proven skill in fund development through various techniques (including major donor cultivation, event management, grant writing, institutional partnerships, planned giving, etc.)
- » Exceptional interpersonal skills with a keen ability to cultivate and maintain effective relationships with diverse stakeholders, such as donors, community organizations, local and state officials, and community members
- » Experience in the administration of a community-based membership organization
- » Experience in building, managing, and motivating staff and volunteers
- » Exceptional written and oral communications skills, including the ability to present and speak publicly on relevant issues
- » Demonstrated experience in leveraging, managing, and collaborating with a nonprofit Board of Directors
- » Comfort with technology; ability to enhance systems and work with a variety of software and online applications
- » Willingness to work evenings and weekends as required by the seasonal nature of Rehoboth Beach and the surrounding community

Attributes of Success

- » Passion for LGBTQ+ issues with a commitment to championing equal rights and fair treatment
- » People-oriented/relationship-based professional with the ability to create a connected community among those who identify as LGBTQ+ and the broader community
- » Personal commitment to community-building with a keen understanding and embrace of all identities represented throughout
- » Creativity and flexibility in aligning strategic goals with organizational capacity
- » Decisive yet diplomatic and inclined to employ process, collaboration, and teamwork to achieve results
- » Ability to motivate, inspire, and empower others, as well as to appropriately delegate to achieve efficiency and effectiveness
- » Entrepreneurial energy with proven business acumen and affinity for the mission
- » Solution-oriented approach with exceptional organizational skills
- » Roll-up-your-sleeves mentality; willingness and desire to be in the trenches alongside staff and community volunteers as necessary

Leadership + Key Colleagues [§]

(Please do not contact the organization or its leaders directly)

Wesley Combs **Board President**

Wesley Combs is the Board President at CAMP Rehoboth Community Center. After the untimely passing of CAMP Rehoboth co-founder Steve Elkins in 2018, Wes was asked to serve as a community member of the search committee for CAMP's next Executive Director. Wes was nominated to the Board in July 2019 and served as CAMP's Vice President in 2021.

Wes is an executive coach, a diversity, equity, and inclusion expert consultant, and a passionate social justice advocate. He has more than 25 years of experience in the field of diversity, equity, and inclusion as a trusted advisor working with clients who share his values of enabling equity, equality, and opportunity in the workplace and the community. Wes also serves on the Board of Advisors for WAMU, Washington D.C.'s NPR station.

Wes and his husband Greg met in Rehoboth Beach in 1988 and have been coming each summer ever since. In 2021, Wes and Greg made Rehoboth Beach their primary residence.

Leslie Ledogar **Board Vice President**

Leslie Ledogar is the Board Vice President at CAMP Rehoboth Community Center. With her background in Administrative Law, and Board and community service, she was asked to serve on the Governance Committee as it was in the process of updating the Community Center's bylaws. Leslie was nominated to the Board in 2021 and has served as CAMP's Vice President since January 2022.

Leslie is an attorney with over twenty-five years of experience in environmental, administrative, and insurance law, working as regulatory counsel for two different state agencies in two separate states. She is well-versed in social justice and civil rights advocacy and is also viewed as a leader on the Delaware political scene.

Leslie and her wife Marilyn met in the Philadelphia area in 2001 and have spent summers and weekends in the Lewes/Rehoboth Beach area ever since. Since 2013, Leslie and Marilyn have called greater Lewes their home.

Mike DeFlavia **Board Secretary**

Mike DeFlavia is the Board Secretary at CAMP Rehoboth Community Center and has been on the Board since 2017. Prior to joining the Board, Mike volunteered for various events, as far back as 2001, on the Love (July 4 weekend) Committee and beach cleanup projects. Having carried on the longstanding tradition of house theme parties, he went from renter to

homeowner, and to fill an Independence Day weekend void, he and his partner hosted a pool party. The last 10 of 15 pool parties became fundraisers for CAMP, raising more than \$75,000.

A nonprofit fundraising consultant by trade, Mike has been with his current employer since 2008, having periodically worked at a nonprofit in DC and various commercial companies in Philadelphia and the suburbs.

Mike began coming to Rehoboth Beach in the late 1990s on holidays or for weekly stays for his birthday. It was on one of those vacations in 2000 that he met his partner Tony on the dancefloor of the former Cloud 9 (now Sussex Public House). As of January 2022, Mike and Tony have made Rehoboth Beach their primary residence after 20+ years in Washington, DC.

[§] Bios for all Board and staff members will be provided to final candidates for reference

Reporting Relationships

The Executive Director reports to the President of the Board of Directors and has the following supervisory responsibilities:

- » **Chief Operating Officer***
- » **Administrative Assistant***
- » **Communications Manager**
- » **Development Manager**
- » **Financial Assistant**
- » **Health + Wellness Manager (vacant)**
 - Health + Wellness Specialist
 - Volunteer HIV Testing Staff
- » **Youth Peer Leader**
- » **Editor, Letters****
- » **Ad Sales, Letters****

* Indicates proposed position, not yet approved

** Indicates non-staff contractor

Bold indicates direct report

Compensation + Benefits

The salary range for this position is \$110,000-\$125,000.

A competitive benefits package is provided, including, but not limited to:

- » Health, hospitalization, dental, and vision insurance
- » Short-and long-term disability insurance

- » Life insurance
- » Contribution of up to 3% of each employee's salary into a SEP IRA retirement plan; eligibility begins after one full year of employment
- » Professional development opportunities
- » CAMP leadership encourages a healthy work-life balance and supports flexible and remote work opportunities

As a reflection of our firm's commitment to equity and equal pay for all, Cooper Coleman requires that salary ranges or salary starting points be published for every search we conduct. The practice of not posting salaries perpetuates the gender and racial wage gap and discriminates against women, people of color, and other historically excluded populations by causing individuals to negotiate from a disadvantaged starting point.

Location

This position is located in Rehoboth Beach, DE, and requires the successful candidate to reside in or relocate to the area. A relocation stipend will be included at the time of offer if the chosen candidate resides outside the area. Relocation to the area is expected within a reasonable time following acceptance of an employment offer.

EEO + Diversity, Equity, and Inclusion

CAMP Rehoboth is an Equal Opportunity employer and actively seeks to hire and mentor a workforce that reflects the clients and communities CAMP Rehoboth serves.

CAMP Rehoboth is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities and all other employment laws and regulations.

CAMP maintains a work environment free of harassment, discrimination, or retaliation because of age (40 and older), race, marital status, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, status as a victim of "domestic violence," a "sexual offense," or "stalking" (as those terms are defined by state law), employment status, or any other status protected by federal, state, or local laws.

CAMP is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

Background Checks

Before sending your resume for this position, please read it over for accuracy. Cooper Coleman verifies its candidates' employment and academic credentials at the time of offer, and our clients frequently conduct comprehensive civil and criminal background checks before finalizing an offer.

Submission Instructions *(read carefully)*

[Cooper Coleman](#) is leading this search on behalf of CAMP Rehoboth. To apply, please [visit this link](#) (www.coopercoleman.com/current-searches). Inquiries + nominations of qualified candidates can be sent to:

Johnny Cooper
johnny@coopercoleman.com

Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation. Candidates invited for interviews will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join CAMP Rehoboth, and connection to its mission.

Cooper Coleman LLC is committed to providing equal employment opportunities to all qualified candidates and will refer candidates without regard to race, color, religion, national origin, sex, sexual orientation or identity, age, ability, veteran status, or any other legally protected basis.

About Rehoboth Beach

The Nation's Summer Capital

Rehoboth Beach is a one-square-mile community located in the mid-Atlantic region and is the largest beach resort in the state of Delaware. Known as the "Nation's Summer Capital," the town was historically branded as the getaway of choice for beachgoers from the Washington, D.C. area, including President Biden and First Lady Dr. Jill Biden, regular visitors to their vacation home in the North Shores community of Rehoboth Beach. Today, the beach town hosts visitors from all over the country—indeed, from around the globe—and Rehoboth Beach has become a year-round vacation destination. See a brief [video glimpse](#) of Rehoboth Beach, created by the [Chamber of Commerce](#).

Along with the sand, surf, and Boardwalk, the Rehoboth Beach area is the Restaurant Capital of Delaware, with dozens of gay-owned and operated restaurants among the more than 100

choices for gourmet dining, casual eateries, and beach fries + taffy. With elegant, sophisticated cuisine, fresh seafood, and fabulous casual dining, Rehoboth Beach has it all.

From runway fashions and designer t-shirts to flip-flops and swimsuits, the Rehoboth Beach area has it all. Visitors and residents enjoy tax-free shopping at over 200 boutique apparel stores, unique gift shops, art galleries, and outlet stores. From the signature stores along Rehoboth Avenue, the commercial area branches out to Beautiful Baltimore Avenue and Wonderful Wilmington Avenue—a spectacular shopper's triangle—high fashion sunglasses, swimsuits, shoes, sensational clothing, LGBTQ gear, gifts, accessories, home decor, and of course, beach balls and boogie Boards.

History of Rehoboth

The earliest settlers in this area were Native Americans who traveled to the beach in the summer months to enjoy the cool breezes and abundant seafood. Between 1650 and 1675, English and Dutch settlers put down roots here as the area became home to farmers and members of William Penn's earliest legislatures. Later, settlers participated in the American Revolutionary War.

According to information from the [Rehoboth Beach Historical Society and Museum](#), in 1872, Rev. Robert W. Todd of St. Paul's M.E. Church in Wilmington visited a religious camp meeting on the Jersey Shore. He soon pursued the idea of starting a camp on the Delaware coast. In 1873, on 414 acres purchased from local farmers, the Rehoboth Camp Meeting Association was formed.

In 1891, Delaware's General Assembly established the territory as a municipality, naming it Henlopen City. In 1891, it was renamed Rehoboth Beach.

The Boardwalk, now a mile long, was originally built in 1873 on high ground between the beach and Surf Avenue, which ran the full length of the oceanfront; many storms have changed the configuration over the years. In 1879, the original Henlopen Hotel was built on the site now occupied by a hotel of the same name.

In 1925, a paved highway was completed from Georgetown to Rehoboth Beach. It helped link the resort with the paved roads connecting Washington, D.C., and many legislators, diplomats, and government employees began to visit and vacation here. It wasn't long before Rehoboth Beach came to be known as the "Nation's Summer Capital."

From its beginnings as a spiritual center to the public's embrace of the seacoast as a mecca for leisure activity, Rehoboth Beach has developed as a close-knit seaside town. Downtown Rehoboth Beach came of age in the era of Victorian influences and has continued to evolve through the generations. Both Rehoboth's residential and commercial areas, despite their growth and maturation, have retained the warm, friendly charm and ambiance that reflect Rehoboth Beach's historic past.

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About Cooper Coleman

Cooper Coleman is a full-service recruiting and consulting firm partnering exclusively with nonprofit organizations, foundations, and research and academic institutions to drive meaningful growth. We move organizations *forward* by placing the right leaders in the right roles at the right time, and we help to strengthen management and fundraising capacity to amplify their mission and impact.

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