

Position Specification

President & Chief Executive Officer
Vail Valley, Colorado

May 2022 | Confidential



a seriousfun camp



President & Chief Executive Officer

Reporting To	Board of Directors
Direct Reports	Five-member Executive Team, including Directors of Operations, Development, Finance, Marketing/Communications, and Human Resources
Location	Camp in Gypsum, CO, and offices in Avon, CO

Roundup River Ranch

<https://roundupriverranch.org/>

Roundup River Ranch offers pure fun camp experiences for children with serious illnesses and their families. At its beautiful Colorado ranch and through year-round in-person and online programs, the organization offers campers and families the chance to take a true vacation from being “a patient” and get back to the fun of being a child. The healing power of laughter, friendship, and shared experiences offer kids the chance to make new friends, find the courage to try activities they never thought possible, and build confidence.

Founded in 2006, Roundup River Ranch welcomed its first campers to camp on July 6, 2011. Located in Gypsum, Colorado, the ranch sits on 125 acres of land at an elevation of 6,300 feet in the heart of the Rocky Mountains. In 2021, Roundup River Ranch provided close to 6,000 camper experiences – all free of charge -- to children who have over 80 different serious medical diagnoses—from cancer and blood disorders to heart and lung diseases. Programs include five-day, diagnosis-specific Summer Camps during the summer; weekend Family Retreats; Camper Reunions; Camp Online, Joy, Delivered, and additional camp-like experiences delivered to communities throughout Colorado and serve campers in adjacent states.



During the COVID-19 pandemic, Roundup River Ranch successfully launched two Outreach Programs, Camp Online and [Joy, Delivered](#), which are now part of the organization’s ongoing programming and have significantly expanded its reach and potential for impact.

For more information on the range of in-person and online programs offered by Roundup River Ranch in 2022, please see the [Summer Camp, Family Retreat, and Outreach Program schedule](#).

Roundup River Ranch is proud to be a member of [SeriousFun Children’s Network](#), founded by Paul Newman. SeriousFun is a growing global community of independently managed and financed camps and programs creating opportunities for children with serious illnesses and their families. All SeriousFun Camps are always free of charge to their campers.



Roundup River Ranch is governed by a 27-member Board of Directors, has a year-round staff of 35 (which increases to 80 during the summer) and a corps of volunteers that reaches over 1,200 during the summer months. The organization's annual operating budget is \$5 million, which comes from charitable gifts provided by individuals, corporations, and foundations. The organization is supported by an endowment of \$6.3 million.

Ruth B. Johnson, JD, the founding President/CEO of Roundup River Ranch, has led the organization for over 16 years. Under her leadership, it has grown substantially in terms of programs and impact. Ruth recently announced her intention to retire at the end of 2022 and the organization now seeks a leader to guide Roundup River Ranch through its next period of evolution.



For more information on the mission and impact of Roundup, please see the organization's [2021 Impact Report](#).

The Role

Reporting to the Board of Directors of the Roundup River Ranch, the President & Chief Executive Officer (“CEO”) will be a thoughtful leader who is future-focused, entrepreneurial, and capable of building upon the camp’s legacy. The CEO will be a convener of ideas and a curious, inspiring, and experienced leader who brings to the role a record of achievement reflective of Roundup River Ranch’s mission and commitment to excellence, sustainability, and growth.

The CEO will be a thoughtful and strategic leader capable of guiding the organization, its leadership, and its talented team. They will lead Roundup River Ranch in all aspects of its growth, while working collaboratively with its staff to build and strengthen its programs for children.



Scope and Responsibilities

Roundup River Ranch seeks a dynamic executive to lead the organization into a new phase of its history. Among the many exciting opportunities and responsibilities for the CEO are:

- Work with the Board and stakeholders to develop and execute a next-phase Strategic Plan that builds on the success of Roundup River Ranch and remains focused on excellence, sustainability, and growth.
- Build on the successful early stages of a \$27 million Campaign (in process) to drive this initiative to a successful conclusion and implement the capital projects and initiatives funded by the Campaign.
- Leverage momentum from the Campaign and the success of Roundup River Ranch's in-person and outreach programs to increase awareness of the organization, drive expanded engagement with donors, volunteers and the community, and enhance the impact of Roundup's programs.

The CEO is responsible for leading, directing, managing, planning, and coordinating the overall business operation of Roundup River Ranch in order to achieve the mission and objectives of the organization in conjunction with ongoing strategic evaluation and analysis to ensure financial sustainability.



Responsibilities include but are not limited to:

- Partner with the Board in the development and execution of the Strategic Plan.
- Partner with the Board to achieve the organization's mission.
- Work with the Board Chair to cultivate, motivate, and involve the Board members.
- Working closely with the Board, develop and oversee strategies that support achievement of fundraising goals.
- Provide the Board with regular updates concerning general operations and progress towards organizational goals.
- Provide visibility for the organization and be the spokesperson of Roundup River Ranch, representing its mission, values, and expertise to internal and external audiences.
- Develop and execute business plans and annual organizational goals that support Roundup River Ranch's strategic plan.
- Demonstrate staff leadership and implementation of strategies that support the achievement of organizational goals at an operational level.
- Build a collaborative and inclusive organizational culture, supporting cross-organizational efforts as well as communication and recognition.
- Ensure effective stewardship and cultivation of new and existing donor relationships.
- Provide leadership to and full engagement in major campaigns and fundraising initiatives.
- Maintain a consistent and high-profile presence at Roundup River Ranch events.
- Develop and manage annual and capital budgets.
- Lead the staff team including overseeing the hiring, compensation, accountability, management, compliance, and professional growth of all staff.
- Oversee the development and implementation of all organizational policies and procedures.



- Ensure that capital improvement strategies and preventative maintenance schedules are in place and implemented, in order to maintain safe and functional facilities that support camp programs and operations.
- Ensure that standards of compliance in all areas are met or exceeded in order to maintain licensing and accreditation with Colorado Department of Health & Human Services (CDHS), SeriousFun Children's Network, and the American Camp Association.
- Represent the best interests of Roundup River Ranch with SeriousFun by taking an active role in SeriousFun's leadership opportunities and committee dialogues and resolutions.
- Oversee the development of risk management strategies that minimize risk exposure in the organization.
- Ensure compliance with all federal, state, and local laws in all areas of operation, including but not limited to employment, financial management, safety, medical, childcare facility licensing, food service, construction, transportation, facilities, and accommodations.
- As the spokesperson for Roundup River Ranch, develop communication strategies that represent the organization's Brand and make a strong effort to maintain positive media and public relations.

Key Selection Criteria

An ideal candidate will possess thoughtful leadership skills, business acumen, and a deep commitment to the work of Roundup River Ranch as well as its core values. Candidates will have an ability to work collaboratively with senior leaders and the Board.

Specific skills and experiences include the following:

- Related business or nonprofit experience; a successful track record of increasing seniority and oversight in leadership roles. Non-profit leadership experience preferred, either as a full-time professional nonprofit executive or through significant Board volunteer leadership involvement.
- Bachelor's degree or equivalent work experience required.
- Aptitude for leadership within a culture of philanthropy.
- Experience or proven aptitude for working with or on a Board of Directors.
- An ability to work with a Board and staff to develop, articulate, and implement a shared strategic vision and plan.
- A commitment to quality and excellence.
- Proven experience in management, administration, systems development, and budgeting and staff management.
- An ability to guide and empower a dynamic team and serve as an effective internal collaborator.
- An ability to cultivate relationships with a wide variety of stakeholders (donors, staff, sponsors, and other partners).



Personal / Professional Attributes

- Vision, an ability to see potential and develop plans to strengthen an organization and its impact.
- Developed leadership skills; a flexible self-starter who is nimble and able to navigate thoughtfully through change.
- A collaborative, solutions-oriented work style that demonstrates initiative and sound judgment.
- Excellent verbal and written communication skills.



- Ability to quickly prioritize and work within deadlines.
- High degree of financial literacy.
- Ability to problem solve and think creatively.
- Strong collaboration and team-building skills.
- Sensitive and compassionate leadership.
- Self-awareness and empathy; a healthy combination of confidence and humility, as well as a sense of humor.
- Proven administrative excellence, with meticulous attention to detail.
- Computer proficiency and practical experience in word processing, spreadsheets, database, and internet.
- Understanding and ongoing demonstration of Roundup River Ranch's key values ("[Top 10 Guideposts](#)") in all aspects of work.
- A deep and abiding commitment to the work of Roundup River Ranch, its people, and long-term success.

The scope of the job and responsibilities outlined in this document are not exhaustive and may change based upon the needs of the business. This job description is not intended to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. This is a general outline of duties, responsibilities, and activities, which may change at any time with or without notice and at the sole discretion of Roundup River Ranch. This job description indicates the minimum qualifications and level of knowledge, skills, and/or abilities deemed necessary to perform the job competently.

Contact Information

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