

# Executive Director

## Talisman Summer Camp

### Summer Camp for Neurodiverse Children in Western North Carolina

**Talisman creates joyful, caring communities that foster confidence, independence, and authentic connections for young people with social, learning, and emotional differences.**

**Classification:** Exempt, Salaried, Full-Time

**Reports To:** Board of Directors

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## Position Summary

**Talisman seeks an Executive Director (ED)** to lead a mission-driven summer camp serving neurodiverse children and their families. The ED provides strategic, operational, and financial leadership for year-round administration and seasonal camp operations, ensuring high-quality, safe, and inclusive programming. They will draw on at least five years of leadership experience in nonprofit, camp, or youth-serving organizations, and a strong background working with children with special needs, particularly autism and ADHD. The ED will play a key leadership role in planning and executing development initiatives. As Talisman's primary spokesperson, the ED works closely with the Board to advance the camp's mission, sustainability, and long-term impact.

## Essential Responsibilities

### Organizational Leadership & Governance

- Lead Talisman with vision and integrity, ensuring safe, inclusive, and enriching experiences for neurodiverse children.
- Partner closely with the Board of Directors, maintaining open, transparent, and timely communication.
- Serve as Talisman's primary spokesperson to families, donors, partners, media, and the broader community.
- Foster a culture of inclusion, dignity, and respect for campers and families, and a positive, inclusive workplace culture reflective of Talisman's mission and values.

### Strategic Planning, Program Improvement, and Community Engagement

- Partner with the Board and staff to develop, implement, and monitor mission-aligned strategic plans that advance Talisman's long-term sustainability and expand the impact of its programs.

- Ensure the effective execution and continuous improvement of high-quality programs, advocacy, and community engagement initiatives, using data, stakeholder feedback, and best practices.
- Build and sustain relationships with community partners, stakeholders, and advocates to enhance Talisman's visibility, reputation, and reach.

## **Financial Management & Fundraising**

- Oversee budgeting, financial controls, and fiscal accountability to ensure long-term sustainability.
- Develop annual budgets and provide accurate, timely financial reports to the Board, supporting year-round operations and summer camp programming.
- Lead all fundraising and development efforts, including individual giving, major gifts, grants, special events, and special programs.
- Plan and execute an upcoming capital campaign, in partnership with the Board, volunteers, consultants (if applicable), and major donors.
- Cultivate and steward major donor relationships to support both annual and capital fundraising priorities.

## **Operations & Staff Management**

- Oversee high-level human resource functions, including recruitment, hiring, staff development, evaluation, and retention.
- Oversee administrative and operational functions of the organization.
- Establish and maintain policies, procedures, and training programs that support effective operations, staff development, and risk management.
- Ensure compliance with all applicable laws, regulations, and accreditation standards.

## **Qualifications**

The ideal Executive Director will bring a combination of **experience, skills, and values** that enable them to lead a summer camp serving neurodiverse children and their families, and guide Talisman through an upcoming capital campaign.

Qualified candidates will bring:

- Leadership experience in nonprofit, camp, or youth-serving organizations (5+ years).
- Experience working with children with special needs (autism/ADHD strongly preferred).

- A commitment to inclusion, safety, and high-quality camp experiences.
- Demonstrated ability to work with a Board of Directors and year-round and seasonal staff.
- Strong leadership, communication, and financial management skills.
- Fundraising experience and comfort with donor engagement.
- Ability to pass required background checks and hold a valid driver's license.

**Salary Range**

\$65,000 - \$80,000

**Benefits**

Health/dental insurance package, 401K, PTO