



▶ victoryjunction.org | 336.498.9055

4500 Adam's Way • Randleman, NC 27317

Job Title: Director of Facility Rentals and Community Partnerships

Job Type: Full Time

Direct Report: Chief Development Officer

FLSA Status: Exempt

Organization Overview

Victory Junction is a year-round camp facility that provides fully accessible on-site and off-site programming for children with complex medical conditions at no cost to their families. Victory Junction's adaptive, intentional programming includes summer camp, family weekends, day programs, equine therapy, pediatric patient outreach, and partner programs. By removing all barriers, Victory Junction welcomes children with serious illnesses and chronic medical conditions to experience camp fun, all in a medically-safe environment. Victory Junction is a member of SeriousFun Children's Network and is accredited by the American Camp Association.

Job Description

Victory Junction's facility rental and community partnership program should be considered an asset and paramount to generating revenue to support the mission of Victory Junction which is to enrich the lives of children with serious illnesses by providing life-changing camping experiences that are exciting, fun and empowering, at no cost to children or their families.

The Director of Facility Rentals and Community Partnerships works as part of the Victory Junction Development team and is responsible for generating revenue for Victory Junction through facility rentals and community partnerships. Reasonable accommodations will be made to enable individuals with disabilities to perform the role of Director of Facility Rentals and Community Partnerships.

Victory Junction owns and maintains two properties – Camp in Randleman, NC, and a 2 BR, 2BA condominium at Charlotte Motor Speedway. The successful candidate will be responsible for ensuring the health, comfort and safety of Victory Junction guests (on both properties) at all times, as well as ensuring the health, functionality, comfort, safety and sustainability of Victory Junction's built environment – both on-site in Randleman, NC and off-site in Concord, NC.

The successful candidate for this role will demonstrate skills in relationship management, planning, coordination, logistics, sales and hospitality. Upon hiring, the candidate will work with the Chief Development Officer to build a sustainable facility rental and site management plan for the purposes of generating revenue to support the mission of Victory Junction.

Essential Duties & Responsibilities

The candidate is responsible for:

- working with the Chief Development Officer to create strategic direction for facility rentals and community partnerships;
- delivering on the strategies set forth for the direction of the program;
- working with Victory Junction leadership for successful scheduling – placing priority on programming for mission delivery;
- working with Development team members to build out the strongest relationships and deepest engagement opportunities;
- identifying, acquiring, developing, cultivating and maintaining relationships – both internally and externally;
- working with the Marketing team to create print and digital deliverables for advertising Victory Junction's facility rental and community partnership program;
- working with the Victory Junction facilities management team;
- writing content for promotional materials, website, and social media posts;
- creating connections, where valuable, between corporate partners – for the purposes of deepening engagement with Victory Junction;
- building a process and establishing best practices for overseeing facility rentals and site management plans;
- writing contracts and overseeing invoicing;
- establishing a competitive, agile and sustainable pricing structure; and
- streamlining processes and budget management.

The candidate will be expected to:

- positively contribute to a shared Camp culture of high-standards, teamwork, respect, empowerment, and safety;
- have strong communication skills – both verbal and written,
- be able to develop specific goals/plans and prioritize, organize, and accomplish work,
- recognize emerging rental trends and recommend appropriate courses of action;
- have excellent computer skills; and,
- take initiative to be solution driven in a donor-centered culture of philanthropy.

The successful candidate will know the importance of – and have demonstrated success in – the areas of:

- scheduling, coordinating and time management;
- maintaining successful relationships;
- managing multiple projects, events and conversations at one time;
- critical thinking and on-demand/in the moment decision making;
- working independently and collaboratively; and,
- organization and attention to detail.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Prospective employees must be fully vaccinated against Covid-19 and meet other medical requirements as a condition of employment.

Education & Experience

- Bachelor's degree, Associate's degree, or equivalent experience
- Strong written and verbal communication skills
- Preferred, experience in a Development Office or in another area of non-profit administration
- Required, working knowledge of products related to Office 365

Please submit cover letter and resume and to Frances Beasley, Chief Development Officer, at [**fbeasley@victoryjunction.org**](mailto:fbeasley@victoryjunction.org).

Victory Junction is an Equal Opportunity Employer, committed to diversity, equity, and inclusion. This means removing barriers and providing opportunity and access for all people across differences of medical condition, physical ability, race, color, ethnicity, gender, sexual orientation, gender expression, religion, national origin, age, and socioeconomic background.