

Camp Fire First Texas Job Summary

Position: Manager of Business Relationships

Status: Full Time

Location: Fort Worth, TX

Salary Range: \$13-\$15

Job Summary: Camp Fire First Texas is accepting resumes for a Manager of Business Relationships. This is a full time office based job located in our resource center in Fort Worth with occasional travel out to our camp facility near Granbury. The Manager of Business Relationships will guide the process of school and rental groups coming to camp. This will include initial contact, pricing, deadline follow-up, and invoicing.

Essential Functions:

- Act as Outdoor Division point person for internal and external customers.
- Provide informational and logistical support to Outdoor Division.
- Set up, monitor and provide customer service for Outdoor Education (OE) and Retreat and Rental events.
- Collaborate and contribute to formation of processes and procedures for Outdoor Division.
- Must be able to lift a minimum of 10 pounds
- Must be able to observe through site and sound
- Must be able to drive and have transportation

Required Knowledge/Skills/Abilities:

- Associate's degree or four years related experience
- Organizational skills
- Written and verbal communication skills
- Microsoft Suite competency
- Detail oriented
- Knowledge of and demonstrated success in sales
- Ability to develop, execute and manage the sales process
- Strong communication and problem-solving skills
- Exceptional customer service skills

Preferred Knowledge/Skills/Abilities:

- Bachelor's Degree in marketing/communications, business or related field
- General knowledge of camp and/or outdoor programming operations
- Experience with database systems, like Raiser's Edge, CampBrain, etc.

Camp Fire's Culture:



Camp Fire First Texas is one of the largest Camp Fire councils in the country. Programs are for boys, girls and their families and include camping, after school programs, teen services, environmental education, and school readiness, in addition to professional development for early childhood educators. In Camp Fire, children and youth find a safe, fun and inclusive place – a place where they form lasting relationships, develop a sense of belonging and make positive contributions to the lives of their families and their community. Camp Fire youth have life-enhancing experiences and develop assets essential to their futures. Camp Fire changes young lives for the better in our community. Inside and out. This position will be an essential part of the Outdoor Division.

To Apply:

Interested persons should [apply online](#) and attach a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/about-us/employment/>.

Camp Fire First Texas is an Equal Opportunity Employer. The organization will not discriminate against any individual because of race, color, religion, creed, sex, age, national origin, disability or other reason prohibited by the fair employment laws. Reasonable accommodation will be provided in an effort to advance employment opportunities for individuals with disabilities. Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or emails, please.***