



## Teton Valley Ski Education Foundation Executive Director

The [Teton Valley Ski Education Foundation](#) (TVSEF) invites nominations and applications for the position of Executive Director (ED). Reporting to the Board of Directors, the ED will join TVSEF at a pivotal moment in the organization's history. The new ED will have the opportunity to collaborate with the Teton Valley community and Grand Targhee ski and bike resort in further realizing TVSEF's mission and vision to provide affordable snow sports programs for young athletes to meet their individual potential for excellence through education and opportunity for competition. The ED is responsible for organizational leadership and strategic planning, communications and public image management, financial management and fundraising, and event oversight. The position is full-time with a majority of hours spent between August and May each year.

TVSEF was founded in 1988 by local ski racers Dana & Deb Mackenzie and the Melehes brothers. Their objective still stands today in TVSEF's mission and vision to provide a lifelong love of snow sports. TVSEF programs include over 200 athletes in Alpine, Freeride, Snowboarding, Nordic, and summer mountain biking. The teams have contributed to the development of regionally and nationally ranked athletes and ski professionals, including pro-skier Sage Cattabriga-Alosa and Olympian Jaelin Kauf.

Teton Valley is located on the west slope of the Teton Mountain Range and is composed of the cities of Victor, Driggs, Teton, Idaho, and Alta, Wyoming.

### **OPPORTUNITIES, CHALLENGES, AND RESPONSIBILITIES:**

The Executive Director's role currently includes 35 direct reports as well as unnumbered volunteers: a business manager and 34 coaches. The Executive Director also meets with the Board monthly and works collaboratively across the entire organization to ensure the integrity, excellence and ongoing development of the snow sports and mountain biking programs.

#### **Organizational Leadership and Strategic Planning**

- Develop and support a club wide culture of collaboration and excellence.
- Lead the TVSEF staff:
  - Responsible for the recruiting, hiring, evaluation, management, and discharge of all staff in consultation with the Board of Directors.
  - Provide staff with overall direction and constructive feedback.
  - Foster a collaborative and supportive atmosphere.
- In collaboration with the Board, lead TVSEF to realize the goals and objectives in the strategic plan through staff and volunteer efforts, and responsible fiscal management.
- Inform and advise the Board on activities of the Foundation.
- Establish and maintain relationships with key partners, like Grand Targhee Resort.

## **Communications and Public Image**

- Implement a media strategy to share TVSEF's successes and mission using membership communications, relationships with key media outlets, and online outlets, by:
  - Developing TVSEF website and social media projects, mailings, newsprint, and other hardcopy communications.
  - Sending timely and targeted press releases of TVSEF events and news.
  - Sending timely and targeted emails to targeted audiences.
- Develop the annual report brochure and membership advertising campaign.

## **Fundraising**

### *Shared work with the Fundraising & Events/Race Committees*

- Work closely with the Fundraising and Events Committees to achieve our goals.
- Identify and cultivate sponsorships, grants, and gifts.
- Implement the annual fundraising plan.
- Foster new fundraising initiatives, including capital campaign management.

## **Finance**

- Develop the approximately \$220,000 annual budget by realizing the strategic plan.
- Record financial transactions, including purchases, sales, receipts and payments.
- Prepare deposits and reconcile accounts.
- Work with TVSEF's accountant to submit quarterly and annual reports.
- Develop and oversee the annual budget:
  - Approve staff spending.
  - Ensure that TVSEF meets its budget and oversees day-to-day financial operations.

## **Event Management**

### *Shared work with the Event and Race Committees*

- Develop an annual calendar of events.
- Ensure coordination, implementation, and logistics of all TVSEF events, including on mountain duties transporting equipment for the running of events:
  - Race/Competition Events such as the Club Series, Rubber Legs, Business League, Rail Jam, U.S. Ski & Snowboard events, the Teton Ridge Classic, and other Nordic races.
  - Fundraising Events such as the Tin Cup, Ski Swap, Rubber Legs, Fall Gala, TGR Film Premiere, and Pint Night.
  - Club Events such as the pre-season team event and the end of season party.

## **Administration**

- Respond to TVSEF inquiries by phone, email, mail, etc.
- Maintain athlete rosters.
- Develop and distribute enrollment materials and information, including online.
- Maintain communication, programming and fundraising contact information.
- Manage contracts with service providers.

## **Safety**

- Manage risks inherent in operating a ski club by proactively working with stakeholders to incorporate concerns about safety into policies and procedures.

## **DESIRED QUALITIES AND CHARACTERISTICS:**

- Experience managing small non-profits including managerial, interpersonal, and communication skills coupled with the ability to think creatively and strategically about long-term sustainability;
- Demonstrated budget management experience including revenue generation and bookkeeping;
- Experience in sports programming and events with a particular passion for snow sports;
- Proven leadership skills including the ability to motivate and inspire, solve problems, mediate conflicts, and build relationships internally and externally;
- A collaborative orientation and proven ability to provide constructive feedback while promoting a respectful work environment;
- Experience developing and managing marketing materials and community outreach initiatives; and,
- Experience working with a board of directors, coaches, and volunteers.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an ED to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the ED is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The ED is frequently required to sit and is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl. The ED must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the ED regularly works in outside weather conditions. The employee frequently works in high, precarious places.

**COMPENSATION:** Work hours will vary by the season. This is intended to be a full time role with the most significant amount of time spent August through May. Salary range commensurate with experience. We're open to discussing a new bonus structure based upon reaching and/or exceeding agreed upon benchmarks and financial metrics. Other perks and a health care stipend are available.

**START DATE:** Summer 2018.

**CONTACT:** This position is currently open. Please submit a one-page letter of interest, resume and three professional references to the TVSEF Hiring Committee at [jobs@tvsef.org](mailto:jobs@tvsef.org) by May 31, 2018. Questions may also be directed to this email address.

*This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*