

Job Announcement

The Methow Valley Nordic Ski Educational Foundation (MVNSEF) is recruiting its first Executive Director. The successful candidate will report to the Board of Directors and supervise program staff. S/he will have overall strategic and operational responsibility for implementing the MVNSEF's mission and strategic plan, through day to day management of operations, staff, programs, finances and donor relations/fundraising.

This position is full-time, year round and exempt from overtime. Depending upon experience, salary ranges \$45 -55,000/annualized. Benefits include WA state mandated sick leave, and 20 days of vacation/year.

Interested candidates should submit a cover letter or letter of interest and resume to: mvntoffice@gmail.com (preferred) or Ginny Price, MVNSEF Board, PO Box 1063, Winthrop, WA 98862 by May 4, 2018.

Experience and qualifications:

- Passion for Nordic sports, and desire to increase knowledge
- Working knowledge of Nordic and Biathlon sports, including competitive events
- Experience in managing a membership and/or volunteer organization; previous nonprofit administrative experience preferred
- Ability to work independently and as a team member; experience in staff management
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong organizational abilities including planning, delegating, program development and task facilitation; strong trouble shooting skills
- Excellent interpersonal, verbal and written communication skills; public speaking ability
- Proficient on all Microsoft Office/OS platforms, Google Docs, as well as with donor database software and Social Media platforms

Duties and Responsibilities:

Implement Board Policy and Decisions:

- Serve as a resource to Board to aid informed decision-making
 - Timely inform Board about program/event trends and resources to enhance Board communication, decision-making and strategic planning
 - Provide to Board, Members and other constituencies, summary reports of programs and events, including recommendations for improvement and changes
 - Guide the Board with strategic planning, implementation and related periodic assessment
- Orient incoming Board members and Officers; maintain Board member job description
- Attend and participate (ad hoc) in Board, Executive Committee, task force and annual Membership meetings, assisting with agendas, background materials and oversee recording/maintenance of notes/minutes for distribution and record keeping

Oversee and Manage MVNSEF Operations and Finances:

- Oversee maintenance of corporate filings, USFS Special Use Permit (including related EEO requirements), staff payroll (and related payroll taxes and employee benefits), nonprofit/charitable status, and D&O/liability/vehicle insurance coverage
 - Ensure accurate timely filings/applications related to annual state and federal corporate reports, insurance renewals, payroll taxes, IRS 990, and USFS Special Use Permit
 - With Board approval, engage and oversee the work of the CPA firm responsible for annual preparation and filing of tax returns and related schedules/attachments
 - Periodically review MVNSEF's corporate articles, bylaws, and administrative policies
 - Recommend changes or updates to the Board based on changes to applicable laws, regulations, as well as best practices related to nonprofit Board management and decision-making, fundraising, fiduciary obligations, financial accountability and employment laws/regulations
 - Monitor programs and events to ensure consistency and compliance with USFS Special Use Permit, donations, grants or other funding sources, and MVNSEF mission and goals
- Develop annual budget with Treasurer's input; present budget to Board for evaluation, finalization and adoption
- Monitoring financial performance against approved budget throughout fiscal year; recommend budget updates, as needed during fiscal year
- Identify, prioritize and provide advice and counsel to aid Board in assessing fund-raising activities, alternatives and associated Member/donor relations strategies
 - Proactively identify ways to enhance revenue and fundraising activities to support existing programs/events and allow expansion
 - Assist Board Development Committee in design and implementation of donor relations program
 - Oversee full implementation, utilization and maintenance of donor management software program
- Maintain relationships with Members, major donors and other funding sources and oversee/prepare grant or charitable requests/proposals to funding sources

Manage Programs/Events and Staff/Volunteers:

- Oversee operations of youth ski activities (Ski Cubs, Junior Nordic, Devo and Biathlon) and adult events (ski races, camps, clinics and classes)
- Ensure that responsible staff develop, implement and maintain effective processes and procedures
- Ensure that staff develop measure and manage participant, volunteer and staff retention and turnover
- Ensure processes are maintained for effective on-line registration for programs/events (including ski teams, races, classes, and clinics)
- Supervise maintenance of website, including systems related to program/event registration
- Coordinate with staff, volunteers, and committees to help ensure program/event-related communications are clear and programs/events are successful
- Actively participate in and staff program/event-related committees as necessary and appropriate
- Ensure appropriate staffing levels consistent with program/event needs, and MVNSEF's financial resources
- Oversee the development and maintenance of staff personnel records, forms, policies, and procedures
 - Ensure background checks performed on staff with unsupervised access to minors
 - Ensure provision of state/federal mandated employee benefits (SSI, workers compensation and paid sick leave)
- Assist the Board in managing staff compensation and benefits
- Develop and maintain appropriate job descriptions for all staff
- Recruit, select, orient and train staff

- Evaluate and manage staff
- Oversee the proper classification and utilization of independent contractors

Other Leadership & Management:

- Continually evaluate effectiveness of operations, staffing and finances of current programs and events, as well as general administration and finances, recruitment and retention of Members, fund raising, business administration and internal/external communications
 - Develop and maintain systems to administer and regularly evaluate programs/events so as to measure effectiveness and effectively communicate results/recommended changes to the Board, major donors, staff, Members and community
- Oversee the recruitment, retention and utilization of volunteers, including but not limited to Members, event organizers, and Board committees/task forces, and donors
 - Ensure effective utilization of Volunteer Methow website or similar resources
 - Ensure background checking of any volunteers with unsupervised access to minors
 - Develop and administer systems for recognizing volunteers, with a goal of maintaining and enhancing service
- Manage use and maintenance of Ski Team vehicles, including periodic service and maintenance work, needed repairs, and maintenance of insurance
 - Develop and oversee adherence to protocols related to authorized drivers and operations
- Initiate, develop and maintain relationships with a broad range of community partners including: MVSD, Methow Trails, other non-profit organizations, and business donors/partners
- Undertake activities within the MV community that enhance MVNSEF's visibility
- Represent MVNSEF on appropriate committees, network and joint projects

Manage Communications:

- Annually develop and supervise implementation of marketing and communication plans
- Regularly compile statistical and qualitative feedback about programs and events
- Oversee marketing and other communications efforts, including MVNSEF website, social media presence and media relations
 - Facilitate communication that enhances MVNSEF's reputation in the MV community, MVSD, and the regional, national and Nordic ski communities
- Serve as MVNSEF's primary spokesperson to its Members, program participants, the USFS, media, and general public
 - Maintain contacts with local and regional media to promote MVNSEF announcements, results, and activities
 - Highlight innovative activities that enhance MVNSEF's reputation and share potential model programs for regional and national replication

NOTE: All employees are expected to perform other duties than those specified whenever needed to successfully implement the mission/goals of the MVNSEF.