



# Pacific Northwest Ski Association

## A Division of U.S. Ski & Snowboard

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### **POSITION DESCRIPTION**

#### PACIFIC NORTHWEST SKI ASSOCIATION

TITLE: EXECUTIVE DIRECTOR

JOB OPENING DATE: July 2018

#### **1. Purpose and nature of position, brief, basic identifying statement:**

To promote and support the athletic mission of the Pacific Northwest Ski Association (PNSA) as determined by the PNSA Board of Directors and executed by the Alpine, Nordic and Snowboard Competition Committees.

To coordinate, manage and perform all aspects of the day to day business operations of the PNSA in accordance with direction provided by the Board of Directors and the President.

To coordinate, manage and perform the delivery of a variety of PNSA programs, products, policies, and services to PNSA members participating in alpine and Nordic ski and snowboard activities in the Pacific Northwest.

To coordinate, manage and perform member services and relations at all levels, including but not limited to member parents, competitors, coaches, volunteers, stakeholders and alumni.

To coordinate, manage and perform the administration of athletic projects, promotions, race calendars, policies, and procedures of PNSA as they relate to increasing the quality of the athletic experience and quantity of members, athletes and coaches partaking of those programs.

To develop, perform and administer fundraising and sponsorship opportunities and programs for PNSA and PNSEF to help establish a sustainable income stream to help support the various PNSA and PNSEF initiatives.

## **2. Organized placement of position:**

This is a salaried executive staff position as provided for in the PNSA Bylaws. The title, duties, terms of service and direction of work are determined and assigned by the PNSA Board of Directors. The position is responsible to the President of PNSA. The position is without vote on the PNSA Board of Delegates and Board of Directors. The position works closely with the President of PNSA, the PNSA Executive Committee, the PNSA Directors of Alpine, Nordic and Snowboarding and the President of the Pacific Northwest Ski Education Foundation (PNSEF) Board of Trustees. PNSA Leadership will conduct an annual performance review.

Executive Director for the Pacific Northwest Ski Association is a full-time, 12-month position. Additional employment outside of PNSA must be disclosed to the President and approved by the PNSA Executive Committee so as not create a real or perceived conflict of interest.

## **3. Primary responsibilities:**

### A. PNSA Division Management

1. PNSA Business Administration
2. PNSA Business Accounting
3. PNSA Member Relations
4. PNSA Alpine Division Services
5. PNSA Nordic Division Services
6. PNSA Annual Convention and Board of Directors Meetings
7. PNSEF Management
8. Other Duties as Assigned

## B. PNSA/USSS Relations

1. Coordinate and Advance Relations with U.S. Ski & Snowboard and USSS Western Region

## C. Other Organization Relations

1. Coordinate and Advance Relationships with PSIA, PNSAA and USASA

## D. Sponsorships and Fundraising

1. Develop and execute sponsorship and fundraising programs in concert with PNSEF and PNSA for the marketing of PNSA/PNSEF properties such as race series, events, programs and initiatives for the development of sustainable revenues and partnerships.

## 4. **Position Qualifications:**

### 1) Education

- a) Bachelors Degree in Business, Administration, Accounting or other related fields is highly desired
- b) Experience in Bookkeeping/Accounting

### 2) Required skills

- a) Strong management and organizational skills
- b) Communication and conflict resolution skills
- c) Time management
- d) Computer software applications in word processing and spreadsheets
- e) Web Site maintenance and development
- f) Accounting skills
- g) Demonstrated diplomacy in coordination of volunteer participation
- h) History of success in completion of responsibilities

### 3) Desirable experiences

- a) USSS/FIS race experience as a competitor, parent, or coach
- b) Club program employment history
- c) Meeting organization, planning, hosting
- d) Volunteer organization/amateur sport administration

## **5. Compensation Package:**

This position is a full time 12 month position and requires the successful candidate to work from a home office. This compensation package for this position includes home office allowance, health care stipend and salary.

Starting compensation range \$50,000 ± inclusive (salary, office allowance, health insurance).

## **6. Work Environment and Physical Demands:**

Work is performed primarily in a home office environment, requiring sitting for long periods of time. Dexterity and manual skill is required to operate office equipment. Ability to focus at close vision for long periods is needed to fulfill job responsibilities. May be outdoors in adverse weather conditions where exposure to elements, mechanical moving parts, uneven ground and loud noise may be common. The successful candidate must be able to work long hours, deal with a variety of stressful situations and be able to lift 50 lbs occasionally.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions of this job.

## **7. How to Apply:**

Interested parties are encouraged to submit a letter of introduction and resume to the Chairman of the PNSA Executive Director Search Committee, electronic submittals are encouraged:

Curt Hammond  
President – PNSA  
1407 Mathison Dr.  
Sandpoint, ID 83864

(206) 949-0922  
[cjhammond@msn.com](mailto:cjhammond@msn.com)

This position will remain open until filled. PNSA is an Equal Opportunity Employer.