

## **Job Description**

Teton Adaptive Sports (TAS, dba Teton Adaptive) is a nonprofit organization with a mission to promote, support, and develop outdoor sports and recreation opportunities for people with disabilities living in and visiting the Greater Teton Area (Jackson Hole, Wyoming).

TAS seeks a highly-qualified, thoughtful, enthusiastic leader who demonstrates an innovative spirit to serve as its next Executive Director (ED). The ED serves as the chief executive of TAS and is responsible for shaping the culture and climate of the organization. This position also has authority for decisions affecting the overall organization, operation, and growth of the institution.

### **Executive Director Job Responsibilities:**

The Executive Director is responsible for the organizational health and flourishing of Teton Adaptive Sports.

#### **Specific job responsibilities include:**

*1. Ensuring the mission and vision are consistently carried out internally and well-communicated to the greater Teton community and beyond.*

Oversee partners, programming, and special events, ensuring that goals for programming and events are met.

Ensure community engagement and communication is consistent with the Teton Adaptive brand and core values.

Manage communications, including marketing & PR, newsletters, donor communications, news outlets and social media plans.

*2. Cultivating partnerships with financial donors, organizations, trusts, and foundations.*

Steward, foster and expand sound working relationships and cooperative arrangements with community groups and organizations.

Manage existing fundraising channels and prioritize the growth of the donor base.

Develop and implement a strategic growth plan throughout our entire service area with an emphasis on diversity and inclusion.

*3. Collaborating with the Board of Directors to maximize the organization's impact on the community.*

Collaborate with the Board President to create a positive, effective and engaged board.

Work with the staff and the Board in preparing a budget; see that the organization operates within budget guidelines. Carry forward a diversified fund development plan that results in meeting contributed income goals.

Maintain ethical standards and accountability, manage risk, perform due diligence, and implement operational best practices.

#### 4. *Developing the staff of TAS.*

Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.

Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.

#### **Position Details:**

This is a full-time, exempt position with some early evening and weekend hours. A collaborative work ethic and flexibility in scheduling are critical elements of this role. The Executive Director reports to the President of the Board of Directors.

#### *Executive Director Qualifications/Skills:*

- Familiarity and alignment with the adaptive community.
- Enthusiasm for diversity and inclusion, especially disability rights and accessibility.
- A passion for philanthropy with knowledge of how and confidence when asking for financial contributions of all types and amounts is required.
- Ability to efficiently and effectively coordinate events.
- Excellent verbal and written communication skills.
- Ability to occasionally work evenings and weekends and work outdoors in varying weather conditions.
- Basic PC and software skills, including proficiency in Google Drive applications, is required. Experience with CRM Databases, especially Bloomerang, is preferred.

#### *Education, Experience, and Licensing Requirements:*

- Degree preferred in philanthropy, non-profit management, business, marketing, communications, education, or a related field. Other degrees will be considered with sufficient experience and/or qualifications.
- Non-profit management or supervisory experience in an operational environment.
- Salary begins at \$60,000 and position includes health insurance and retirement plan. Compensation will be competitive and commensurate with experience and expertise.

**Ready to apply?**

Interested candidates should email a resume and cover letter to Mike Fry at [mike@tetondaptivesports.com](mailto:mike@tetondaptivesports.com)

###