



## **JOB ANNOUNCEMENT**

### **Executive Director - Bridger Ski Foundation (BSF)**

BSF seeks a qualified and motivated individual to fill the Executive Director position within a well established and growing community nonprofit organization. BSF's location in Bozeman, Montana provides an optimal environment for success in our three skiing disciplines (Alpine, Freestyle/Freeskiing, Nordic). Salary DOE.

## **MISSION, GOALS AND VALUES**

Bridger Ski Foundation is a nonprofit community organization formed over 80 years ago and based in Bozeman, Montana. In 2015 BSF was recognized by the United State Ski Association as a Gold Certified Club. Our mission is to inspire a lifelong love of skiing, athletic excellence and personal growth. Our goal is to create opportunities through educational and competitive programs in Alpine, Freestyle and Nordic skiing, and to groom cross country ski trails in the Bozeman community. Our statement of values drives the organization:

**Maximize Athlete Potential:** We provide programs that assist each athlete in reaching his/her potential.

**Quality Programs:** We provide quality programs, training and venues that support athletic excellence and personal growth. We strive to maintain an environment that is fun and enriching.

**High Caliber Coaching:** We attract, retain and develop directors, coaches, and staff of the highest caliber, both personally and professionally. We provide ongoing training and learning opportunities for them.

**Affordability:** We are committed to affordable and accessible learn-to-ski programs and seek community support and scholarships to help athletes as they move up the pipeline.

**Academics:** We build relationships with the school system and work with participants so they can excel in their sport and school.

**Safe Sport:** We apply best practices to maximize the safety of our participants.

**Volunteers:** We cultivate and grow positive relationships with BSF volunteers.

**Community Relations:** We promote positive, productive relationships with the local community, community partners and supporters of BSF.

**Culture and Sportsmanship:** We expect all athletes, parents, coaches, volunteers, and employees to exhibit exceptional sportsmanship and contribute to the BSF culture and broader community.

## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

The Executive Director (ED) leads the Bridger Ski Foundation. You are expected to align and move the entire organization to achieve BSF's mission and values. The ED reports to the BSF Board. You provide daily and long term, strategic leadership and management of BSF operations, including fundraising, finance, marketing/communications, administration, policy and procedures and athletic programs. You manage the Program Director in each of the 3 disciplines, the grooming coordinator for the Nordic trails program, the Development Director, the Marketing/Communications Director and Finance/Administrative personnel.

### **Essential Duties and Responsibilities:**

You are expected to translate the mission and values into BSF operations, and update strategic direction with the Board annually. You will prepare an annual budget, manage the finances (with Finance manager) and review status with the Board monthly. You will work with the Development Director to plan and achieve annual fundraising goals. You will work with the Marketing and Communications Director to develop strategic community marketing and communications program. You will work with Program Directors to prepare program business plans

and budgets, as well as annual capital plans designed to support long-term program and venue requirements. You will provide direction and oversight to Program Directors as needed. We expect Program Directors to be responsible for additional coach staffing, coach development, athlete development, inputs to budgets, operation of budgets, coordination with volunteer event organizers (i.e., race committees) and vision for the discipline. You will maintain and establish administrative and staff policies and procedures as needed. You will conduct annual performance evaluations for Program Directors, Development Director, and administrative/finance staff. You will work to maintain solid relationships with community partners, and foster a growing and vibrant club membership and alumni. You will oversee Nordic grooming operations, coordinate scholarship programs, ensure compliance with applicable state nonprofit laws and IRS charitable regulations.

### **Essential Skills, Knowledge, Abilities and Background:**

Excellent management and leadership expertise along with outstanding communication skills (written, verbal, public, new media).

Experience in fundraising is a must. Experience in planning, organizing and managing organizational systems and processes. Experience in managing people, programs, and working with a variety of constituents. Nonprofit experience and ski competition/industry experience are also beneficial.

**HOW TO APPLY:**

Apply by emailing resume to [office@bridgerskifoundation.org](mailto:office@bridgerskifoundation.org).

In your email please insert in the SUBJECT line: ATTN: Pat Flowers.

Deadline for applications is **December 31, 2017**.