

Crested Butte Nordic ED Job Posting

Crested Butte Nordic Center, a world-class, non-profit, community nordic center is seeking an Executive Director. Responsibilities include but are not limited to; Operations, Development/Fund-Raising, Management, Events, Programs, Marketing, Finance and Personnel. Compensation package between 50,000 and 70,000 annually. Interested candidates shall submit a cover letter, letter of interest and resume to admin@cbnordic.org or The Crested Butte Nordic Center, Attn; Kim, P.O. Box 1269 Crested Butte, CO 81224 by February 15th. For a complete job description and more information about the Nordic Center please visit cbnordic.org

Proposed Job Description

Desired Qualifications and Skills

A candidate will have a good understanding and knowledge of small business or non-profit management;
Strong customer service and donor relation/cultivation;
Grant writing and general fundraising experience;
Posses financial management, good written and oral communication, and broad computer knowledge (MS Office, QuickBooks, Filemaker, photo editing, etc.);
Event coordination experience;
Knowledge of the Nordic ski industry;
Knowledge of Nordic grooming equipment;
Should be flexible, personable, level-headed, self-directed, honest, and dependable.

Role

The Executive Director (ED) reports directly to the Crested Butte Nordic Center (CBNC) Board of Directors.

The ED shall develop and maintain a strong working relationship with the Board President as this is the conduit to the Board.

The ED implements the mission, strategic goals and strategic objectives of the Crested Butte Nordic Center, and develops these with the Board of Directors.

The ED also provides direction and leadership toward the achievement of the organization's philosophy, mission, strategies, and its annual goals and objectives with all stakeholders.

Duties and Responsibilities

Administrative

- * Secure and/or update all organizational and event insurance
- * Work with Jr. Team coach to maintain team functions and equipment
- * Maintain/update corporate status, tax-exempt status, etc.
- * Secure appropriate Forest Service permits and complete all appropriate reporting
- * Track tax-exempt sales, purchases
- * Track volunteer hours, other items for income tax purposes
- * Check and respond to email, mail, phone messages daily – distribute or forward as needed
- * Maintain and update computer lists of members, sponsors, donors, actual and prospective clients
- * Work with Town Recreation Dept. on use of building
- * Negotiate equipment leases, loans, partnerships
- * Prepare reports and agendas for monthly meeting of board of directors
- * Prepare Board meeting agendas in conjunction with Board President
- * In conjunction with Board President, schedule and organize yearly strategic plan retreat for board of directors
- * Work with Board President to implement board-driven strategic

Human Resources

- * Hire and supervise key CBNC staff
- * Have periodic meetings with key staff to review questions, concerns, budgets, and provide guidance
- * Delegate hiring, scheduling, supervising, and training of employees to appropriate supervisors
- * Maintain all personnel records
- * Develop and update personnel policies
- * Yearly evaluations of staff

Financial

- * Budgeting - Draft fiscal year budget for upcoming year
- * Oversee accounting functions of the CBNC
- * Maintain QuickBooks data (employee data, vendor data)
- * Oversee all Federal and State reporting
- * Oversee reconciliation of bank statements monthly
- * Coordinate monthly financial analysis, comparison to budget and correction of any errors in postings
- * Coordinate preparation of financial reports for Board

Promotion

- Oversee and/or delegate to Marketing Director the
- * Creation of the yearly Nordic calendar
 - * Creation of the marketing plan for upcoming season (all viable media outlets)
 - * Creation of an advertising plan
 - * Coordinate creation and printing of map and brochure

- * Creation and implementation of bulk e-mail/snail mail for specific events and prospective customers
- * Write and send weekly e-mails to other Nordic clubs, centers, shops, and membership
- * Write and layout newsletter for printing
- * Attend industry meetings and events deemed important to Nordic skiing
- * Maintain website
- * Write Nordic News and submit to local papers and radio by noon Tuesdays
- * Write and submit info for publicity – race results, school programs, gray hares, advance public service announcements regarding upcoming events, etc.

Fundraising

- * Secure sponsorships: general business sponsorships, event sponsorships, race sponsors
- * Write and present funding proposals to: Gunnison County, GCMRD, Town of Mt. CB, Town of Crested Butte, CB South Homeowners' Assoc., PTSA, GOCO, CFGV and others
- * Develop membership program (e.g. agreements w/businesses, K Club), solicit memberships through various mediums
- * Solicit private donations for specific programs/events as needed
- * Send appropriate acknowledgement and/or premiums to donors per level of support
- * Host thank-you event for donors
- * Maintain donor database

Event Coordination

- * Oversee and/or delegate to Event Coordinator tasks related to specific Nordic races and events (see calendar for complete list of events)

Land owner relations

- * Negotiate agreements regarding special easements that are not on plats
- * Cultivate positive relationships with landowners through various means
- * Coordinate problem solving with track crew, landowner input

Community Relations and Publicity

- * Communicate with landowners, Land Trust, trail users and others
- * Attend appropriate Town Council / County Planning Commission / Land Trust meetings regarding trails issues, subdivision developments, ice rink issues, special events permits

Nordic Center Operations (Ski School/Retail/ Rental) oversee and/or delegate to the Center Manager

- * Order rental equipment (skis, boots, poles, ice skates, snowshoes) – April
- * Inventory equipment – April and October
- * Set pricing, sell season passes
- * Coordinate with Adaptive, Mentors, etc. for special programs
- * Maintain safe, secure working environment – year-round

- * Signage – order new/replacement signs in Sept.
- * Trail prep – organize and recruit for volunteer workdays
- * Issue trails reports – local papers, shops, radio, CBNC website, and to Nordic trails websites

Operations

Oversee and/or delegate to Operations Manager as needed

- * Manage snowcat use, repairs and maintenance
- * Maintain cat barn and equipment storage
- * Maintain snowmobiles and grooming equipment
- * Maintain and groom all the Nordic trails

Oversee Programs

- * JR. Nordic Team
- * Ski for PE program at Gunnison School District
- * Clinics and programs
- * Gray Hares senior's program
- * Masters Program
- * Gunnison Kid's Program

*All other duties as assigned by the Board of Directors