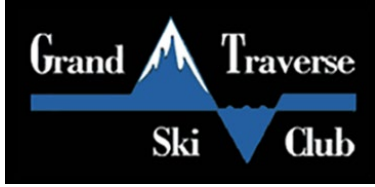


JOB DESCRIPTION



JOB TITLE: EXECUTIVE DIRECTOR - GRAND TRAVERSE SKI CLUB
POSITION: ANNUAL SALARY
PAY GRADE: \$35K-\$40K (based on experience)

GRAND TRAVERSE SKI CLUB

PURPOSE Grand Traverse Ski Club (GTSC) was founded in 1953 and has become the foremost ski club in Northern Michigan. The GTSC continues to operate in the spirit of its founding leaders with a volunteer board committed to providing affordable and accessible winter recreation opportunities for the youth of the Traverse City area. As an Executive Director (ED) for GTSC, this position is responsible for providing vision, leadership, and oversight to the Club. The ED will also oversee or assist in overall planning and administration including strategic planning, program management, fundraising, marketing, community relations, and business operations.

Critical factors to success will be creating a Club in line with our Mission Statement:

The Grand Traverse Ski Club has been a volunteer run, non-profit club dedicated to offering quality instructional ski and ski racing programs for skiers ages 5-14 at an economical price. GTSC is committed to developing strong skiers and ski racers with a focus on fun and sportsmanship.

GTSC is committed to maintaining excellent relations with our community partners, particularly the City of Traverse City (City) where our Club calls Hickory Hills their home. Our Club strives to build athletic programs following the U.S. Ski & Snowboard Training (USSS) and Professional Ski Instructors Association (PSIA) systems to ensure developmentally appropriate programs and positive experiences for Traverse City's youth, fundraising with individuals, families and corporate partners to keep programming costs affordable, and working closely with our coaches, families and partners to achieve Club goals.

SKILLS & ABILITIES

- Leadership - charismatic, confident, positive, organized, and self-driven experienced professional who understands the GTSC Mission Statement.
 - Trust - the ED must be loyal and accountable to the principles, policies and procedures of the GTSC.
 - Communication - the ED must be a positive, transparent and concise communicator who is competent with oral and written media.
 - Planning - the ED must be innovative with the ability envision, plan, lead and activate initiatives.
 - Ability and willingness to accept assignments to speak and present to groups of athletes, coaches or other functions deemed helpful in promoting GTSC.
 - Ability to develop and maintain a strong rapport with Head Coaches, the City, and GTSC families.
 - Strong financial understanding of budgeting and familiarity with relevant financial related software - MS excel, Quickbooks, etc.
 - A proven track record for fundraising, or ability to quickly adapt and implement successful fundraising practices during the probationary period.
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DUTIES LEADERSHIP AND OPERATIONS

- Develop the long-range strategic goals and objectives of GTSC's general and administrative department along with the four Alpine programs: Learn to Ski, Instructional Clinics, Middle School Race Team, and USSS.
- Develop and manage an effective winter sports program that attracts a wide range of youth from throughout the greater Grand Traverse County area.
- Fostering a philosophy of character and sport development by utilizing well-tested and effective programming that our coaches, families, athletes and community will be proud to support.
- Coordination and regular communication with the GTSC Board, City and GTSC Head Coaches to ensure a collaborative approach.
- Hires, supervises, coordinates and trains staff.
- Mentors and provides learning opportunities for staff, including professional development and networking opportunities.

PUBLIC RELATIONS

- Working with Board of Directors and Head Coaching staff to develop and convey GTSC's Mission Statement to ensure camaraderie with coaches, athletes and GTSC families.
- Fostering clear communications, facilitating appropriate roles and relations.
- Ensuring positive exposure in all local media and social media platforms.

FUNDRAISING

- Setting as well as meeting the sponsorship and fundraising goals that are a part of each annual budget.
- Overseeing and contributing to the execution of annual fundraising events and activities.
- Following the initial probationary period and review by the GTSC Board, the ED is required to fund raise to cover their annual salary as a pre-requisite of this position.

FINANCIAL

- Work with the GTSC Treasurer to develop accurate set of financial records of the organization's operations, for developing an annual budget to be approved by Board of Directors.
- Develop longer term budgets as needed for planning and developing fiscal controls and policies that will ensure GTSC's ethical and legal financial practices.
- Developing and executing a comprehensive annual and long-term fundraising plan that will generate contributed income from a broad base of supporters including individuals, foundations, corporations and businesses and government entities.
- Building, nurturing, and informing the GTSC Board of Directors of significant partnerships and community relationships.

QUALS & TRAINING

EXPERIENCE & QUALIFICATIONS

- Minimum 5-7 years of professional experience
- Flexible work schedule required
- Proven leadership/planning/organizational experience
- Coaching/admin experience in youth sports preferred
- Experience marketing and promoting organization
- Excellent written & verbal communication skills - including presentation experience
- Demonstrated ability to seek out & build relationships with community leaders
- Proficient user of MS Word, PowerPoint, Excel and Outlook
- Successful grant writing and fundraising experience
- Proven strategic thinker presentation with public speaking skills
- A commitment to a healthy, active, outdoor lifestyle and community involvement

REQUIRED TRAINING

- PSIA Training
- Sexual Harassment-SafeSport
- USSS Membership
- Other training as required

All interested candidates: SEND RESUME to skigtsc@gmail.com

