



**Title:** Executive Director

**Position Status:** Full-Time/Year-Round/Benefited, Salaried Exempt, not eligible for overtime earnings

**Position Location:** Steamboat Springs, CO

**Salary Range:** \$85,000-\$110,000 based on experience and qualifications

**STARS Mission:** Empower and enrich lives through adaptive recreational activities.

**STARS Vision:** Provide life changing experiences for its participants.

**Position Summary:**

The Executive Director leads, directs and supports all aspects of STARS with oversight and direction from the Board of Directors. The Executive Director (ED) will develop and facilitate the execution of the STARS Mission, Vision, and Strategic Plan. The ED is responsible for sound fiscal programming, administrative management, provides strong leadership across the organization and promotes diversity, equity and inclusion.

**Duties and Responsibilities:**

- Collaborate with the Board of Directors (BOD) to create strategic direction and future vision.
- Provide leadership to direct reports and indirectly to other staff members and volunteers.
- Provide organizational and financial plans to the Board of Directors and staff and carry out plans and policies authorized by the board.
- Make recommendations to the STARS Board of Directors and staff, on policies and procedures that will improve outcomes for participants in all STARS programming.
- Ensure that all assets are carefully and successfully managed.
- Responsible for financial results of the organization.
- Act as face of STARS within the community.
- Ensures the safety and maintenance of high-quality facilities, grounds, and equipment

**Communications:**

- Assures the organization and its mission, programs, products, and services are consistently presented in a strong, positive image to relevant stakeholders.
- Ensure that the Board is kept informed on the condition of the organization and all-important factors influencing it.

- Act as the liaison between Steamboat Ski & Resort Corporation and the Board on all contracts, communication, and daily operations.
- Publicize the activities of the organization, its programs, and goals.
- Establish and promote effective working relationships and cooperative arrangements with community groups, business leaders and organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.

#### **Staff leadership**

- Recruits, trains, develops, supervises, schedules, manages Directors and provides leadership to front-line staff and volunteers as needed.
- Establishes and maintains a positive, welcoming and safe work environment and support diversity, equity and inclusion.
- Develop and implement strategies to motivate, engage and achieve goals.
- Develops policies and ensures compliance for staff members.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Encourage staff development and education opportunities.
- Maintain a climate that attracts, retains, and motivates a diverse, highly qualified staff.

#### **Finance:**

- Responsible for reporting monthly financial reports to Board of Directors.
- Develops, manages, and controls budget to ensure the program operates within budget and meets fiscal objectives.
- Jointly, with the President and Secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with the President of the Board to execute legal documents.

#### **Legal:**

- Maintain official records and documents to ensure compliance with federal, state and local regulations of its program as required by law.
- Timely and accurately submit annual tax reports and other requested documents as required by law.

#### **Education and Experience:**

- Bachelor's Degree in Business, Non-Profit Management or related field
- A minimum of five years of progressive management experience
- Nonprofit experience preferred
- Fundraising experience preferred
- Excellent writing and communication skills

#### **Preferred/Desirable Qualifications:**

- Experience working with people with disabilities.
- Knowledge of adaptive sports.

#### **Requirements:**

- Must be able to lift a minimum of 50 lbs. with assistance.
- Must have auditory and visual ability to interact with guests and participants on a daily basis.
- Must be able to successfully manage multiple, high priority tasks in a fast-paced environment.
- Must have a valid drivers license without restrictions, and reliable transportation. Some travel is required and will be reimbursed for travel expenses.
- Must be able to learn and perform basic sign language skills—greetings and phrases
- Extended standing or sitting required. Constant repetitive motion and mental processing may be required which could lead to fatigue.
- Must successfully pass a post-job offer background check

**Work Environment:**

- Fast-paced, highly interactive office and program environment with moderate to high noise levels.
- Must be able to work outside at high altitude in varying conditions, including uneven terrain, unpredictable weather, and situations.
- Some evenings, overnights, and weekends required.

**Benefits**

- Employer sponsored health, dental, and vision coverage
- Ski pass to Steamboat Ski Resort
- Access to STARS equipment inventory
- Retirement plan
- Eligible for year-end bonus
- Industry Pro-Deals
- Helping STARS provide recreational opportunities to people with varying abilities who would not otherwise be able to participate in said activities.

**Please email cover letter, application and resume to [trish@steamboatstars.com](mailto:trish@steamboatstars.com) with “ED Applicant” in subject line along with any questions applicants may have about this position.**