

## **Teton Valley Foundation**

Position Title: Executive Director

Classification: Full Time, Exempt

Supervision: Teton Valley Foundation Board of Directors

### **ABOUT TETON VALLEY FOUNDATION**

#### **Mission and Vision**

Founded in 2005, Teton Valley Foundation creates recreational and cultural programs that complement the community's active rural lifestyle. By bringing people together for unique and affordable events and activities, our goal is to unite the community across all demographics, to elevate fun in the valley for locals and tourists alike, and to create a positive economic impact in the region.

Teton Valley Foundation runs two major programs, Music on Main in the summer and the Kotler Ice Arena in the winter. Each program attracts and impacts tens of thousands of participants each year.

Teton Valley Foundation makes the good life in Teton Valley even better.

#### ***Music on Main***

A series of eight outdoor summer concerts held every Thursday from late June through early August. Held in the City of Victor Park, Music on Main boasts impressive music lineups each year.

#### ***Kotler Ice Arena***

Teton Valley's ice skating and hockey rink features youth, adult, and special programming. The Rink is open mid-November through mid-March.

### **POSITION OVERVIEW**

The Teton Valley Foundation (TVF) Executive Director (ED) is responsible for spearheading fundraising initiatives, program oversight, grant writing, fostering donor relationships, managing donor/data entry, budget, and other fiscal responsibility duties that pertain to the growth of TVF and future Capital Campaigns.

The ED will be responsible for the management of current TVF operations; provide leadership and guidance to TVF staff and volunteers; is the primary face of the organization through public communications and media; is a passionate advocate of the TVF mission and its primary initiatives (Kotler Ice Arena and Music On Main); and oversees staff execution of current programming while being actively involved in creative development of new programming. The Executive Director will work closely with the Board of Directors in pursuit of these initiatives.

## **GENERAL RESPONSIBILITIES**

### **Fundraising and Events:**

- Develop and manage fundraising strategy, working closely with the Board of Directors/committees to ensure all goals are met while overseeing and attending all foundation events and program initiatives;
- Create new fundraising opportunities, including development of special events, to attract a broader demographic and increase the organization profile within the community;
- Raise funds through avenues including grant writing, sponsorship solicitations, donations, special events, and TVF programming; and
- Support TVF capital campaigns.

### **Donor Management:**

- Build fundraising strategy in order to attract new giving;
- Orchestrate and oversee donor/sponsorship levels, major giving, planned giving, and acknowledgment incentives;
- Cultivate relationships with current and new donors to retain and grow contributions;
- Foster donor engagement and investment through significant acknowledgment of contributions;
- Direct Board efforts in donor communication;
- Maintain database to reflect an up-to-date accounting of all donor giving; and
- Maximize contributions to TVF during the annual Tin Cup Challenge.

### **Operations and Supervision:**

- Organize policies and procedures for organization;
- Support the preparation of the annual budget and, with the Treasurer and Finance Committee, assemble the monthly financial reports and provide fiscal management that operates within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive fiscal position;
- Maintain all organization documents for reporting purposes and easy reference;
- Supervise and evaluate TVF staff including the Program Director and the Rink Manager, part-time employees and independent contractors and participate in recommending staffing, hiring, new position development, salary increases, and employee performance to the Board;
- Oversee all aspects of the Kotler Ice Arena facility and programming, including supervision of staff and contractors;
- Communicate effectively with the Board to provide information necessary for effective strategic planning and to make informed decisions in relation to programming and general operations;
- Oversee current program structure to ensure programming is executed efficiently to meet established goals, communicate new program recommendations or program modifications to the Board and facilitate new/adjusted programming with staff; and
- Prepare and distribute Board agendas and work collaboratively with Board and Staff.

### **Marketing and Public Relations:**

- Promote TVF by marketing on all media forms, including press releases, maintaining the content of the TVF website, and regularly posting on social media;
- Enhance the TVF image by being active in the community and working effectively with other professional, civic, and community organizations, and community members; and
- Represent TVF at public events.

## **QUALIFICATIONS**

- Demonstrated leadership skills and ability to delegate responsibility as appropriate
- Organized and proactive
- Ability to multi-task and set priorities
- Excellent writing and verbal communication skills
- Bachelor's degree or higher
- Priority given to candidates with management, nonprofit, and fundraising experience
- Priority given to candidates with administrative and supervisory-level experience
- Priority given to candidates with a working knowledge of Salesforce and Quickbooks
- Computer competence and knowledge of Microsoft Office Suite

## **ADDITIONAL REQUIREMENTS**

- Experience in budget preparation and record keeping practices
- Proven track record in fundraising and event planning
- Background in donor cultivation and stewardship
- Ability to work weekends and evenings for special programs, meetings, and events
- Capable of self-direction—the Executive Director will be given broad goals and areas of responsibility and will be required to set his/her own tasks, strategies, and tactics to achieve outcomes.

## **SALARY**

\$50,000 - \$60,000, based upon skills and experience

## **APPLICATION DETAILS:**

**The Board of Directors will be accepting resumes until 5pm, March 27, 2020.**

**Interested parties should submit letters of interest, resume, and references electronically to:**  
[info@tetonvalleyfoundation.org](mailto:info@tetonvalleyfoundation.org).