



EXECUTIVE DIRECTOR JOB DESCRIPTION

About the Teton Valley Foundation

The Teton Valley Foundation was founded in 2005 to create affordable, recreational and cultural programs that bring people of all ages together in this beautiful valley we call home. Whether you are a music lover, an ice skater, a hockey player, a curler, or a little bit of each, we are proud to provide the opportunity for everyone to enjoy live music at Music on Main in Victor City Park or skate, play hockey, and curl at the Kotler Ice Arena.

Overview of the Executive Director Position

The Teton Valley Foundation (TVF) Executive Director (ED) has strategic and operational responsibility for TVF staff, foundation-wide programs, mission alignment, fiscal sustainability, and organizational development. It is the ED's job to provide guidance and leadership for managing current operations and facilitating long-term strategic goals. This includes supporting the board of directors, supervising staff execution of programs, building donor relationships, spearheading fundraising and capital campaign opportunities, applying for grants, providing strategic vision for foundation-wide program development, ensuring appropriate fiscal management, acting as the public "face" and primary communications link to the community, and fostering healthy relationships with staff, donors, sponsors, parents, program participants, and volunteers.

Key Responsibilities:

Facilitate Board Relations and Provide Support to the Board

The ED is hired by the board of directors and is responsible to the entire board, but the ED reports directly to the board chair or vice chair.

- Serve as the principal advisor to the TVF Board of Directors in its effort to achieve the TVF mission
- Proactively and regularly inform the TVF board of important issues and updates about TVF operations, highlighting both achievements and concerns
- Prepare board documents for monthly board meetings; works with the board chair/committee chairs to set the agenda
- Act as the primary liaison between board members and staff
- Serve as an ex-officio member on all committees or designate an appropriate staff representative
- Ensure training and strategic planning opportunities are available for the board, ED, and staff
- Ensure accurate record keeping and preservation of institutional knowledge including policy changes, bylaws, minutes, agendas, etc. by staff, ED, and board members as appropriate.
- Complete formal performance review annually in November

Oversee Fundraising, Sponsor Recruitment, Grants, Capital Campaign Initiatives and Donor Stewardship

- Work with Fundraising/Marketing Committee to develop, supervise, and attain fundraising goals
- Lead execution of fundraising strategy
- Assist board members' support of fundraising initiatives by providing materials, guidance, and training as necessary
- Maintain and grow current sponsorships and donors to support TVF programs; ensure healthy relationships to preserve long term partnerships and increase contributions
- Establish and manage the TVF music and rink sponsorship program including designing sponsor levels, creating growth strategy, program execution, communications, invoicing, contracts, payment compliance, etc.

- Identify and apply for appropriate grants
- Design events with board and staff support which facilitate contributions and enhance donor and sponsor relations
- Establish and implement donor stewardship initiatives

Provide Operational Oversight and Guide Foundation-Wide Program Development

- Develop new program recommendations to ensure continued TVF growth; programs should have timelines, resource estimates, and measurable outcomes; submit written proposals to the board for review and approval
- Facilitate the design and development of approved new programs: directly manage or oversee implementation as appropriate; stay involved as needed and proactively inform the board of progress
- Provide high-level oversight for established programs and ensure that staff are operating in a timely, efficient, and successful manner to meet their outcome metrics
- Work with board committees and outside contractors to oversee appropriate execution of all capital improvement projects

Hire, Supervise, Support, Evaluate, and Develop Foundation-Wide Staff

- Manage and empower staff by building an organizational culture that attracts, sustains, supports, and motivates a committed and talented team of staff members
- Draft and update policies for staff, volunteers, program participants as well as parents, and volunteer committees; ensure policies are clear and well communicated
- Ensure that directors are empowered to manage business units successfully and are competently handling interactions with employees, volunteers, and involved community members; this should include fostering a culture of safe communication on challenges faced, timely feedback, and ongoing training
- Ensure that directors maintain timely and effective communication with volunteer program committees; ensure that an appropriate TVF representative is present for volunteer committee meetings; if such meetings do not have minutes recorded, then the TVF representative should take appropriate notes as needed
- Recruit, hire, train, manage, oversee, and develop staff
- Conduct periodic staff meetings to review work plans, objectives, prioritization of workload, and to assess successes and challenges
- Identify, document, and work to resolve personnel matters quickly, fairly, and effectively; ensure that substantive issues potentially affecting organization are made known to the board proactively; ensure that managers are doing the same for their staff
- Prepare formal staff performance reviews either annually or bi-annually depending on the position; ensure managers are doing the same for their staff
- Make salary recommendations to the board of directors
- Ensure written job descriptions for TVF staff are kept current and stored in the central TVF repository.

Manage Annual Operating Finances and Budget Alignment

- Create annual budget, with Finance Committee oversight, to present to board for approval; budget is to be completed, approved by the board, and populated in the TVF accounting system for reporting by the end of fiscal year unless an extension is specifically granted by the board
- Prudently manage resources within budget guidelines and inform the board of any large deviations in a timely manner
- Work with Treasurer & Contract Accountant to provide reports and financial analysis in advance of scheduled Board and Finance Committee meetings
- Ensure managers are effectively managing their own budgets

- Ensure accurate and timely financial management (by ED, staff, and outsourced professionals) of receipts and payments across TVF programs, including receipt of payments owed, coding, record keeping, and balance checks
- Work with Accountant and the Board Chair to ensure that financial decisions and record keeping are compliant with our legal obligations as a 501c3
- Work with TVF committees to ensure budget alignment and oversight for any capital improvement projects

Direct Marketing and Communication Efforts

The ED fosters community awareness and engagement as well as facilitates partnership development and management of those relationships.

- Serve as the primary spokesperson and figurehead for the organization, including reasonable presence at TVF events across all programs
- Represent TVF with integrity, enthusiasm, accuracy, and professionalism during one-on-one interactions, written communication, community events, and with the media
- Actively seek and promote opportunities to educate the community about TVF's mission and programs in order to promote healthy public relations and involvement
- Generate positive and collaborative relationships and communication with stakeholders including volunteers, program participants, government entities, and the community at large
- Work with the Marketing Committee to guide the organization's marketing priorities and oversee the implementation of that strategy
- Create an annual report by the end of November each year highlighting TVF successes and use of funds across programs in support of the TVF mission; annual report should be published to the TVF website and be appropriate to use for marketing purposes such as social media, eblasts, mailings, and Tin Cup
- Ensure that communication mediums are kept current, especially calendars and upcoming events
- Provide oversight for events such as "friendraisers" that further TVF's mission and enhance community relations and partnerships
- Support staff in nurturing a robust foundation-wide volunteer program
- Provide quarterly and year end reports regarding program accomplishments and status to the community via TVF website

Qualifications

The Executive Director will be committed to, and show a strong passion for, the Teton Valley Foundation's mission. All candidates should have proven experience and excellent skills in leadership, communication, relationship management, multi-tasking, financial management, and organizational development. Concrete demonstrable experience and other qualifications include:

- A Baccalaureate degree or higher and 3+ years prior professional management experience
- Familiarity with nonprofit sector preferred - specifically past experience working with a nonprofit Board of Directors and an understanding of the nonprofit environment and structure
- Background in fundraising, donor/sponsor cultivation and ongoing stewardship
- Excellence in organizational management with the ability to set and achieve both strategic and tactical objectives and metrics within defined timeframes; capable of handling both detail-oriented and big picture objectives
- Experience with standard budget oversight, forecasting, and financial record keeping practices
- Passion for youth to adult recreation and recreation education; ability to oversee the refinement of youth, adult, and adaptive athletic programming
- Passion for bringing community together through cultural events/music series
- Capable of self-direction in achieving strategies, objectives, and tasks to achieve outcomes and prioritize across multiple initiatives

- The ability to independently and simultaneously manage multiple stakeholders, projects, and timelines within program schedules and budgets using the Salesforce CRM to track and document all activity.
- People management: skilled in interacting with and managing diverse groups of people, including staff, teams, parents, volunteers, and program participants
- Excellent written and verbal communication skills; a clear communicator with versatile interpersonal skills
- Flexibility to work occasional weekends and evenings if necessary for special programs and meetings
- Passion, integrity, positive attitude, adaptable, motivated, solution-oriented, critical-thinker, mission driven, dedicated, and unwavering commitment to quality programs

TVF is seeking a dynamic, authentic and inspirational leader who will work closely with the Board and community in realizing the future of a longstanding organization that is “Making the Good Life in Teton Valley Even Better.” Building upon TVF’s strong foundation, the ED will define a clear vision for fundraising and think strategically about innovating and advancing the mission. The annual base salary for this role will be based on a range of \$68-75K and commensurate with the candidate’s skills and experience.

Applications are currently being accepted. To express interest in the role please submit a letter of interest, resume, and four to five professional reference contacts to TVFEDSEARCH@GMAIL.COM

All nominations, inquiries and discussions can be shared via email to TVFEDSEARCH@GMAIL.COM and will be considered strictly confidential.

For more information, visit <https://tetonvalleyfoundation.org/>

TVF is proudly committed to a policy of nondiscrimination and equal employment opportunity (EEO) for all employees and qualified applicants without regard to race, color, religious creed, gender, sexual orientation, gender identity, age, national origin, ancestry, disability, genetic history, veteran or family status, or any other categories protected by state or federal law. This policy applies to all areas of employment including, but not limited to, recruitment, promotion, training opportunities, wage/salary administration, benefits, or employment termination. Reasonable accommodation is available to all disabled employees so that they can meet the performance requirements of their essential job duties.