



DISABLED SPORTS EASTERN SIERRA

JOB DESCRIPTION – EXECUTIVE DIRECTOR

The Executive Director ensures the continued success, sustainable growth, and efficacy of Disabled Sports Eastern Sierra, through strategic leadership, program oversight, fundraising, and collaboration with staff, the Board of Directors, and our community of participants, families, and volunteers. The successful candidate will lead and support a dynamic, partially seasonal staff of 20+ to support finance, business planning and budgeting, human resources, and administration. With its ability to serve a broad constituency while also filling a need that would otherwise go unmet, DSES is one of the strongest and most widely respected non-profit organizations in California's Eastern Sierra. This is a unique opportunity for a strong, well-rounded leader who exhibits financial acumen, operational expertise, and the willingness to work closely with a variety of individuals. In collaboration with the Board and staff, and as a steward to the recently finalized Strategic Plan, the right individual will build on the strengths of the past 20 years and explore the future opportunities of this dynamic organization.

Knowledge & Skills

- A commitment to DSES's mission and dedication to the organization's success.
- A strategic-thinker able to identify, prioritize and pursue opportunities, and work with others to achieve strategic goals.
- Excellent oral and written communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Ability to ensure fiscal health of, and minimize the risk to, the organization.
- Demonstrated success in fundraising and non-profit administration.

Education & Work Experience

- At least ten years of overall professional experience, at least five in a management role, with a successful track record in managing a variety of people, creating and achieving financial goals, fundraising, setting priorities and accomplishing complex objectives.
- A four-year college degree or equivalent experience preferred.

RESPONSIBILITIES

Leadership & Management

- Structure, hire, develop, and retain a professional, courteous, and dedicated team of staff adequate to support the organization and the goals of the strategic plan.
- Oversee and guide the leadership team as needed in the oversight of day-to-day operations, including adaptive sports programs, Second Chance Thrift Shop, the Copeland Center, and administration.

- Oversee the ongoing re-model and renovation of Copeland Center at Fern Creek Lodge which includes financial oversight of the project, as well as working with the board and staff to develop an Operating Plan and related programming for the lodge in accordance with the strategic plan.
- Work closely with the Board of Directors to ensure the responsible fiscal management of the organization and ensure alignment between the organization's mission, program objectives, and available resources.
- Develop and prepare budgets, reports, and develop a plan for both short- and long-term needs.
- Oversee the maintenance and compliance of financial records, human resource policies, permit and license requirements, and all other 501(c)-3 standards as required by local, county, state, and federal agencies.
- With the Board and staff, oversee the implementation of the Strategic Plan according to designated timelines and budget.
- Create and maintain effective relationships with partner organizations, local agencies, volunteers, and donors to support DSES's programs, goals, and objectives. Serve as an ambassador for DSES, its programs, and participants for a variety of audiences including other non-profits, regional businesses and community members, and professional organizations and associations.
- Create a healthy and positive working environment that attracts, rewards and retains exceptional employees, volunteers, donors, and Board members.

Program Implementation

- Responsible for creating, developing and overseeing programs to advance the vision and mission of the Disabled Sports Eastern Sierra (DSES) organization set forth by the Board of Directors
- Responsible for evaluation of year-round activities including but not limited to the establishment of safety guidelines; policies and procedures for all programs; supervision of instructor and volunteer training; and on-site program inspection and review.
- Responsible for communicating policy/information and all current issues to program staff and volunteers through regularly scheduled meetings.
- Attend workshops, events and training seminars when appropriate
- Encourage effective communication and teamwork among staff, volunteers and programs.

Public Relations & Communications

- Serve as the primary spokesperson for DSES, overseeing public presentations and crafting posts, articles, and PSAs when necessary.
- Work closely with the Outreach and Communications team to produce marketing materials and DSES updates in a timely manner.
- Ensure that timelines are met for all forward-facing communication supporting volunteer and community engagement and fundraising campaigns.

Revenue Generation & Fundraising

- Responsible for fund development to sustain the organization according to the strategic plan.
- Oversee the Development team in maintaining historically successful giving campaigns, fundraisers, and outreach events, and continually evaluate the efficacy of current fundraising techniques with an eye towards continual improvement and enhancement.
- Stay abreast of fundraising trends in non-profit and adaptive recreation fields and engage staff and Board members accordingly.

Board Relations

- With the Board Chair, coordinate the efforts of various Board committees and task forces, ensuring that all committees achieve objectives, including those required for implementation of the Strategic Plan.
- Encourage Board members' involvement in DSES's range of activities, including fundraising.
- Implement Board policies, priorities, program goals, and objectives in accordance with Board bylaws; provide ongoing communication to the Board on critical matters related to DSES
- Serve as liaison to the Board of Directors.
- In collaboration with the leadership team and Board, determine and implement annual organizational goals.

Administration

- Knowledgeable of computer equipment and proficient in Word, Excel, Outlook and Salesforce or equivalent CRM.
- Responsible for preparation of annual program budgets, the annual audit and maintaining program expenditures according to budget in collaboration with the Finance Committee.
- Responsible for cash flow issues to assure that staff and other financial entities are paid on time
- Responsible for the maintaining all necessary reports and paperwork
- Responsible for staff adhering to organizational policy and procedures set forth by the Board of Directors

Physical Requirements

- Comfortable working at a computer for prolonged periods, as well as participating in DSES outdoor recreation activities.
- Able to lift and move up to 15 pounds at times.
- Able to work year-round at an elevation of 9,000ft and higher.

Job Details

- Hours: Full time, exempt
- Location: Mammoth Lakes, CA. Hybrid remote work may be available as appropriate.
- Salary: \$85K - \$115K depending on experience
- Benefits: Eligible for the DSES benefits package

To Apply: Please submit a resume/CV and cover letter to jobs@disabledsportseasternsierra.org. Please direct any questions to smount@disabledsportseasternsierra.org.