

Methow Valley Nordic Ski Educational Foundation

We support a vibrant Nordic ski community in the Methow Valley.

We strive to engage, challenge, develop and inspire all individuals in the community through exceptional Nordic ski programs and events.

PO Box 1063, Winthrop, WA 98862

methowvalleynordic.com • info@mvnsef.org • (509) 341-4450 • Tax ID: 91-1948417

Position Description: MVNSEF Executive Director

Reports to: MVNSEF Board of Directors

Pay: \$50-\$70k (dep. on exp)

Current Benefits: Vacation and Sick Leave.

Hours: FTE range 0.8-1.0, year-round

To apply: Submit a resume, cover letter and contact information for three references to kent. Initial review of applicants will begin May 8th. Position will remain open until filled.

About you: You have a passion for and proven track-record of organizational leadership. You enjoy a dynamic workplace that may find you moving from conversations with community partners, to developing diverse funding and fundraising initiatives, to skiing out at one of our events to engage MVNSEF members and event participants. You have experience managing teams, writing budgets and public speaking. You also probably love Nordic skiing!

About us: MVNSEF started as a small ski team in the late 80's and was established in 2000 as a 501(c)(3). Over the years, we have grown to encompass many programs, initiatives and events of the Nordic community. The Methow Valley Nordic Team, Biathlon, Ski Cubs programs serve over 175 young athletes. While our programs and the valley are noted as the home of several recent Olympians and National Team athletes, in conjunction with a supportive community, they have served to help hundreds of young people grow into healthy, happy, thoughtful, disciplined, hard-working, resilient adults through the lessons they have learned through their team experiences. Our adult and masters programs foster connection and community across generations, and have grown 63% over just the last three years, and as of 2022, include a burgeoning Paranordic program. Our signature Nordic events, including the Ski to the Sun, continue to attract participants across the region and the country. We are thrilled to see such support and growth in our organization, and seek our next Executive Director to lead and inspire this vibrant Nordic ski community into its future.

Our top requirements:

- **Inspired Leadership:** Lead, manage and empower staff in day-to-day functions of the organization. Be our organization's voice and storyteller.
- **Finance and Fundraising Champion:** Strengthen the organization's finances and fundraising while strategically building programs in ways that are financially sustainable.
- **Strong Community Partner:** Develop and maintain productive partnerships with community business, nonprofits and government organizations with whom MVNSEF works to accomplish its mission.

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We are also seeking candidates who demonstrate experience in:

- Executive management skills, including experience in recruiting, hiring, evaluating and retaining staff.
- Budget development.
- Fundraising & donor outreach, including developing the overall strategy and directing the implementation of the annual fundraising plan.
- Community outreach & communications, including working with membership programs, writing newsletters, maintaining website content and overall being a strong, clear communicator.
- Administrative/Office, including ability to work with a variety of common computer programs.

Unique requirements of the MVNSEF Executive Director

- Valid driver's license, clean driving record and ability to drive large passenger vehicles when necessary.
- Ability to obtain a US Ski and Snowboard license and complete SafeSport Training.
- Pass a background check.
- Periodic physical demands, including the ability to work both indoors and outdoors in a range of weather conditions, carry heavy loads above and below waist level and be on one's feet for extended periods.

MVNSEF is an at-will employer.