

Mammoth Lakes Recreation

JOB TITLE: Executive Director
EFFECTIVE DATE: December 2014
REPORTS TO: Board of Directors, Mammoth Lakes Recreation

PRINCIPAL FUNCTION:

- Provide leadership and advocacy in developing a comprehensive recreation program, highlighting new product development and experience enhancement in Mammoth Lakes, in coordination with the Town of Mammoth Lakes and through the development of partnerships in the region to create the best alpine recreation community in the United States.
- Oversee organizational management and operation of MLR.
- Further the goals of significant community studies and task forces, (including RecStrats I & II, Measure R & U, Parks and Recreation Master Plan, Trail System Master Plan and other TOML adopted plans) by analyzing projects and preparing them for production and implementation in conjunction with TOML Staff and related groups.
- Identify and nurture business development opportunities to provide financial support through private, corporate and philanthropic channels.
- Manage the distribution of information on recreation opportunities to the community and stakeholders.
- Meet the deliverables established in Exhibits A and B of the contract with the Town of Mammoth Lakes.

ROLES AND RESPONSIBILITIES:

Board Relations

- Together with the MLR Board, ensures management and leadership of MLR in a manner consistent with 501(c)(3) best practices; designs and obtains board consensus for goals and objectives and obtains their assistance implementing these goals and objectives; provides leadership in choosing which tasks to undertake to achieve the goals and objectives and assigns priorities to those tasks.
- Supports inclusive strategic planning and ensures planning decisions are used in setting annual program/project goals; promotes an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.
- Serves as staff support for the board of directors, providing regular updates and meeting management.

Fiscal Management

- Leverages future sponsorships with existing funding sources.
- Obtains and manages contributions, sponsorships, contracts, grants, and in-kind donations to support MLR projects and service.
- Develops funding for both capital and non-capital projects.
- Ensures that MLR is fiscally sound. Works with the MLR accounting firm and Board Treasurer to develop and prepare an annual budget and reports to the board and to partners, and maintains rigorous accountability standard for grant and budget tracking. Oversees/supervises all bookkeeping, accounting and financial activities.
- Manages an annual budget.

Partnerships, Communications and Community Outreach

- Assures professional relationships with individuals, committee and organizations that share a stake in recreation, athletics, arts, culture, tourism and outdoor activities in the area.
- Responsible for all communications and public relations, including integration of social media outreach.
- Positions MLR as an effective, vital organization. Represents MLR at all appropriate public functions and makes effective public presentations. Establishes and maintains contacts with key individuals in both the public and private sectors.
- Ensures strong communication with community partners including Town of Mammoth Lakes Council and Staff, Mammoth Lakes Tourism, Mono County, US Forest Service, Mammoth Mountain Ski Area and foundations and organizations in the Recreation, Arts, Culture and Trails community.
- Responsible for volunteer outreach, engagement and management.
- Implements creative strategies to increase participation and expand public awareness of the MLR work and program value.
- Work with institutions of higher education and local partners to identify research gaps and develop the data needed to analyze the impacts of outdoor recreation and support future planning and priorities.

New Product Development

- Research emerging recreation trends and apply to the local recreation strategy.
- Develop concepts and proposals for new capital projects and activities that appeal to local residents and visitors that enhance their overall arts, culture and recreational experience and quality of life.

Committee Structures

- Integrates committee functions with the operations of the MLR Board and coordinates these activities with the Town of Mammoth Lakes Council and Staff.
- Leads the global recreation perspective and goal setting for the Town, citizens and organizational stakeholders in Mammoth Lakes
- Prepares reports and recommendations to MLR, TOML Council and Staff on these activities and actions.

QUALIFICATIONS

- A minimum of 5 years of progressively responsible experience in management, administration and leadership in the recreation, hospitality or philanthropic industries.
- Education equivalent to a Bachelor's degree with major course work in sports, recreation, resort management, public administration, non-profit management or related fields is desirable.

ABILITIES

- Proven leadership skills, working with Boards, governmental entities and agencies in a non-profit environment.
- Demonstrable fundraising skills.
- High level organizational development, interpersonal, marketing, communication, administration, planning and management skills.
- Affinity for working with residents, guests, individuals, clubs, foundations and governmental groups.
- Successful financial tracking, accounting, reporting, budgeting and analysis abilities.

- Public meeting organization, facilitation and agenda management capabilities.

WORKING HOURS

- Exempt position. Work schedules will be determined by work requirements and the MLR Board.

STATUS OF POSITION

- Exempt, regular, full time, with some benefits.

SUPERVISORY RESPONSIBILITY

- Will have supervisory responsibility over employees, service providers, contractors, and volunteers.

ANALYSIS OF PHYSICAL AND MENTAL DEMANDS

- Ability to obtain a valid US driver's license
- The individual will be subject to and pass a criminal background check.
- Computer skills including excellent knowledge of Windows operating system, Microsoft Office applications and other system software specific to recreation facility management.
- Ability to communicate both verbally and in writing.
- Lift 35 pounds
- Frequent Interaction with public

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. MLR reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.