



### **DEVELOPMENT DIRECTOR JOB DESCRIPTION:**

The role of the Development Director is to lead and manage the non-profit organization overseeing operations, finances, programs, communications, staff, and volunteers. The Development Director drives strategic planning, fundraising and stakeholder relationships to achieve the organization's mission and goals. The success of the Development Director is dependent on collaboration with the Alpine Director, Board of Directors, parents of athletes, and external partners.

### **PREREQUISITES:**

- History of effective non-profit fundraising
- Articulate communicator, in person and digitally
- Basic understanding of QuickBooks
- Excellent written communication skills, experience creating and submitting grant proposals is preferred.

### **PROGRAM LEADERSHIP:**

- Organize and attend monthly board and committee meetings.
- Advise and assist the Alpine Director as necessary. Alpine Director and Development Director each report to the Executive Board independently.
- Coordinate and oversee off-mountain team activities.
- Coordinate and manage athlete season and event registration with Alpine Director.
- Publish, update, and communicate calendar of events.
- Collaborate with Alpine Director and Board of Directors to establish annual team-wide strategic priorities and objectives.
- Sit on all committees and function as de facto chair if a chairperson has not been selected.
- Enforce the rules of the Flagstaff Ski & Snowboard Team as they appear in the Policies & Procedures Manual

### **COMMUNICATION AND MARKETING:**

- Implement the organizations communication plan.
- Organize and execute team events, including pre-season meetings and info sessions.
- Oversee publication of team newsletters at regular intervals.
- Acknowledge incoming communications within 24 hours.
- Handling of feedback and escalations from parents, staff, and stakeholders as needed.

- Oversee maintenance and updates to website and administration / communications portal
- Along with Alpine Director, utilize digital platforms (website, social media, email and text marketing) to enhance online presence and membership engagement.
- Assist Alpine Director in recruiting efforts and promotion of the Flagstaff Ski & Snowboard Team.
- Lead marketing and promotional opportunities to increase awareness of the team news and events.
- Submit monthly written BD reports to the Board of Directors if Board meeting is not held monthly

### **FUNDRAISING:**

- Actively work in the community to cultivate and continuously maintain relationships with established and potential sponsors.
- Develop, coordinate, plan, and manage fundraising events including working with Fundraising Committee and volunteers that may assist with fundraising efforts.
- Manage sponsorships by fulfilling obligations and ensuring appropriate recognition of sponsors as stated in marketing materials and any additional promises made to sponsors.
- Manage sponsor proposals and attend meetings with potential sponsors.
- Research, draft, and submit proposals that help the organization receive grant funding.
- Participate in necessary workshops, interviews, and reporting.

### **EVENTS:**

- Oversee all events including fundraising, team awards, board meetings, local races and competitions, volunteer opportunities sponsored by Flagstaff Ski & Snowboard Team, and the Executive Committee/Board of Directors annual planning retreat.
- Assist Volunteer Coordinator with creating and communicating opportunities, gathering, and scheduling volunteers for on and off mountain help to allow families to earn back their volunteer deposits.

### **FINANCIAL:**

- Develop annual budget with Alpine Director and Treasurer to present to Executive Committee and Board of Directors.
- Perform rudimentary bookkeeping duties using QuickBooks, including accounts payable, accounts receivable, invoicing, and deposits.
- Collect money due to the team and pay invoices for budgeted and pre-approved items due to vendors and staff.
- Responsible for financial reporting including forecasting, budgeting, sponsorships, grants, and fundraising.
- Process travel team invoicing in collaboration with the Treasurer.
- Process bi-weekly payroll, pay and file monthly/quarterly payroll taxes and reports.
- Record volunteer credits and refund volunteer deposit fees.
- Collaborate with the team CPA and auditors to prepare and submit quarterly and annual reports.

### **OPERATIONS:**

- Operate an efficient and professional organization.
- Support Alpine Director on-mountain as needed during events, race and competition weekends, and opening weekend.

- Understand and support programs within the budget to ensure established goals and best practices are met.
- Maintain organizational insurance policies.
- Ensure the club remains in good standing with US Ski & Snowboard and USASA.
- May perform other duties as assigned by the Board of Directors

#### **HUMAN RESOURCES:**

- Assist Alpine Director with coach hiring.
- Onboard new employees and process hiring paperwork including Arizona Department of Revenue and E-Verify.
- Maintain personnel records and disciplinary actions.
- Oversee any workers' compensation submissions.
- Function as an escalation point for any conflicts between coaching staff and parents/athletes or disciplinary actions.

#### **COMPENSATION:**

\$50,000 to 65,000 annual salary, depending on experience. The role requires a full-time work schedule most of the year, specifically September through May. Time off available as needed, if agreed upon with Alpine Director and/or Executive Board to ensure appropriate administrative coverage.

The Development Director reports to the Executive/Board of Directors. The Board of Directors will complete an annual review of the Development Director's performance.