

## **Telluride Mountain Club – Operations Director**

Telluride Mountain Club is seeking a full-time, year-round Operations Director. This position will shadow and learn from the current Director over the course of several months to ensure a smooth and comprehensive transition and understanding of the organization. It is anticipated that this position and candidate will become the Executive Director within two years.

Telluride Mountain Club (TMTc) is a nonprofit organization whose mission is to advocate for safe, accessible, enjoyable and respectful opportunities for human-powered recreational activities in the Telluride region, through education, awareness and collaboration.

The Operations Director of the Telluride Mountain Club is responsible for running the organization and keeping it in positive community positioning. The Operations Director will manage day to day operations, programs, coordinate with the Board of Directors, manage staff, maintain partnerships, move projects forward, community fundraise, plan and execute events, and complete administrative tasks. The Operations Director will drive strategic planning to achieve and expand the organization's mission, vision, and goals.

### **Qualifications & Skills**

- Self-starter, highly motivated, takes initiative, action-oriented
- Demonstrated leadership and management skills
- Works independently, is creative, and has problem-solving skills
- Is highly organized, dynamic, adaptive, and collaborative
- Community member with relationship building abilities
- Strong written and verbal communication skills

The ideal candidate will have past success with organization or project management, marketing and communications, partnerships, board or senior management coordination, and fundraising.

### **Duties & Responsibilities include:**

#### Programs

- Trails: drive trail projects forward; maintain partnerships with regional entities; coordinate planning; see projects from start to finish; be available for short-notice emergencies; communicate/coordinate trail needs between staff and partners (USFS, County, etc.); identify trail projects and opportunities; jump start and move trail proposals forward; work with staff and contractors to plan and execute projects; identify appropriate third party contractors when needed; coordinate contracts, RFPs, and MOUs; be available on-site for trail projects as needed; coordinate and execute trail education opportunities throughout the community
- Via Ferrata: coordinate Via Ferrata Sustainability Fund; work with partners/volunteers to maintain and upgrade the route each season as needed; execute signage needs; work on special projects; create end of season report; be available to coordinate for short-

notice emergencies; be available on-site for via ferrata workdays; issue RFPs; manage contractors

- Climbing: coordinate hardware upgrade needs with the community; work on special projects; be available to coordinate on short-notice emergencies
- PI Avy Fund: coordinate with the PI Avy Fund as necessary; help promote PI Avy Fund events and programming; keep Telluride Mountain Club Board of Directors informed on PI Avy Fund operations; attend PI Avy Fund committee meetings and events

### Events

- Plan and execute winter fundraising events (historically a film night)
- Plan and execute summer fundraising event (historically a party in town park)
- Plan and execute small community education and awareness events
- Plan and execute gear collection and distribution for free outdoor gear drive
- Evaluate opportunities for new events; work with Board of Directors to identify
- Support one-off event requests and partnerships for new events
- Maintain budgets for individual events
- In charge of finding sponsors for events
- In charge of marketing events: social media, newsletters, posters, KOTO, etc.
- Help plan and execute public trail maintenance days and other volunteer events
- In charge of all event details including dates, food, planning, marketing, entry, partnerships, sponsorships, swag, hiring staff, executing contracts and liquor permits, all event coordination and planning

### Fundraising

- Maintain and expand memberships and donations annually
- Grow Opt in for Trails business network and funding stream
- Create and send end of year fundraising mailer
- Create and publish annual report
- Maintain current donor relationships
- Create new donor relationships
- Write and send donor thank you notes
- Maintain Network for Good fundraising platform
- Put together new fundraising campaigns and see them through
- Explore grant opportunities
- Write and submit regional grants (Telluride, Mountain Village, San Miguel County, San Miguel Power Association, Telluride Foundation)
- Create individual fundraising plans for specific projects
- Identify opportunities to connect with new donors
- Maintain and grow historical fundraising amounts
- Coordinate with the current Director as needed for Friends of TMtC fundraising efforts and needs

### Budgets

- Develop annual proposed budget

- Maintain proposed vs actual budget throughout the year
- Manage and maintain Quickbooks and bank account
- Coordinate taxes each year and provide accountant necessary information and documents

### Admin

- Manage staff (with Board of Directors support as needed)
- Schedule and execute Board of Directors meetings, quarterly
- Schedule and manage continuing education, board/staff training, and strategic planning
- Progress TMTc's JEDI work and education
- Maintain the general [telluridemountainclub@gmail.com](mailto:telluridemountainclub@gmail.com) email account; answer emails; forward emails as necessary
- Take care of all marketing: social media, newsletters, press releases, radio, and newspaper interviews
- Present new opportunities to the Board of Directors
- In charge of getting Telluride Mountain Club swag created and sold at Jagged Edge Mountain Gear and picking up merchandise revenue
- Coordinate to attend PI Avy Fund subcommittee meetings and events; keep TMTc BOD updated on PI Fund programming
- Create and maintain partnerships
- Be available for phone calls and meetings with staff, Board of Directors, partners, and more on a regular and short notice basis
- Managing donor and sponsorship checks, the Telluride Mountain Club bank account, and Network for Good to account for all income and expenses
- Identify and execute on opportunities for organization growth and refinement
- Communicate openly with Board of Directors on needs, issues, holdups, staff accountability, problems
- Stay up to date on news and events as related to the organization programs
- Create new content and update existing information for the website; coordinate with website person to maintain annual subscriptions and updates, keep information relevant, update blogs
- Maintain all organization account information, passwords, login information
- Keep record of all Board of Directors meeting notes
- Coordinate and execute insurance needs
- Be ready to take on new projects as necessary

### **What you can expect in your first year**

- 1st Quarter: getting to know the day to day operations of the organization, understanding annual calendar, getting plugged into planning and programming
- 2<sup>nd</sup> Quarter: taking over programming and operations with staff and board oversight; developing plans for fundraising; integrating into projects; becoming lead on marketing; board of directors review
- 3<sup>rd</sup> Quarter: running the organization with support as needed; growing awareness and membership donations; progressing programming and projects

- 4<sup>th</sup> Quarter: creating timelines and strategic plans for the upcoming year; managing projects and contractors; visioning for long-term planning and fundraising; board of directors review

Starting salary: \$75,000+ for the first year with an opportunity to make \$100,000+ within the first three years.

To apply, please send a resume and cover letter to [telluridemountainclub@gmail.com](mailto:telluridemountainclub@gmail.com) with subject: Telluride Mountain Club Operations Director.