



JOB DESCRIPTION: Executive Director

Grand Targhee Ski & Snowboard Foundation (GTSSF)

Location: Teton Valley (Office: Driggs, ID)

Position Type: Full-Time / Exempt

Salary Range: \$75,000 – \$90,000 annually (Based on experience)

Reports To: GTSSF Board of Directors

Supervises: Program Director, Administrative Staff, Discipline Coordinators, and Coaches

Position Overview

The Grand Targhee Ski & Snowboard Foundation (GTSSF) is a community-based non-profit youth sports organization operating under the Teton Valley Ski Education Foundation. We are seeking a dynamic, strategic, and high-energy Executive Director to lead our club into its next era of growth. GTSSF strives to provide premier year-round training across Alpine, Freeride, Snowboard, Nordic disciplines for local youth.

The Executive Director serves as the chief administrator and strategic leader of the organization. Beyond overseeing daily operations, the central priorities for this position are driving robust donor fundraising campaigns and developing a cohesive, unifying strategic vision that aligns our multi-discipline athletic programming, financial sustainability, and community partnerships.



Core Areas of Responsibility

1. Strategic Vision & Leadership

- **Unified Club Strategy:** Design, articulate, and execute a multi-year strategic blueprint that seamlessly connects our diverse winter and summer disciplines under one organizational vision.
- **Culture Stewardship:** Cultivate a club culture centered on character building, sportsmanship, and personal growth, ensuring we build champions on and off the mountain.
- **Board Synergy:** Partner closely with the GTSSF Board and committees (Finance, Fundraising, Governance, & Development) to translate broad goals into measurable milestones.

2. Resource Development & Fundraising

- **Donor Cultivation:** Serve as the chief fundraiser by building lasting relationships with major donors, community patrons, and local families.
- **Diversified Revenue:** Oversee corporate sponsorship outreach, grant writing, and community-wide fundraising events (incl ski swap, golf tournament and ski movie night).
- **Scholarship Integration:** Work with the Board to sustain, scale, and manage the club's scholarship programs, ensuring winter sports remain affordable and accessible.

3. Organizational Management & Operations

- **Operational Control:** Direct all central club operations, ensuring high infrastructure efficiency, reliable financial bookkeeping, and safe regional van transportation logistics.
- **Staff Supervision & Empowerment:** Oversee the hiring, retention, and evaluations of administrative personnel and the Program Director. Build staff capacity and team function as organization grows.
- **Resort & Governing Body Relations:** Maintain a strong, professional partnership with Grand Targhee Resort management regarding venue access and competitions. Maintain gold-standard alignments with U.S. Ski & Snowboard, IFSA, and USSA.

4. Financial & Compliance Oversight

- **Fiscal Solvency:** Develop and manage the comprehensive annual operating budget.
- **Risk & Compliance:** Guarantee absolute adherence to annual SafeSport certifications, background checks, non-profit regulatory compliance, and liability insurance guidelines.



Required Qualifications & Experience

- **Proven Leadership:** 3–5+ years of executive management, director-level, or senior business experience, preferably within a non-profit, youth athletic, or winter sports environment.
- **Fundraising Track Record:** Demonstrated success in securing major gifts, corporate sponsorships, capital campaigns, or scaling sales/marketing revenue.
- **Financial Acumen:** Strong literacy in budget preparation, financial oversight, cash flow forecasting, and general financial software (Excel, QuickBooks).
- **Communication Skills:** Exceptional capability as a public speaker and writer, with a provenability to inspire staff, volunteers, parents, and community stakeholders.
- **Education:** Bachelor's degree in Business Administration or higher, Non-Profit Management, Sports Management, or a related field preferred.
- **Certifications:** Current SafeSport, First Aid and CPR certificates, or the willingness to obtain them within 2 months of hire.
- **Demands & Flexibility:** Ability to work a demanding, non-traditional schedule including weekends and winters on the mountain. Must be able to navigate outdoor alpine environments and occasionally lift 50–75 lbs.

Benefits Package

- Salaried compensation between \$75,000 – \$90,000 annually
- Grand Targhee Resort winter season pass
- Monthly health insurance stipend
- Professional cell phone allotment
- Dependent child care programming discounts through the Grand Targhee Kids Club

To Apply

Please submit a resume and three references to hireing@gtssf.org. Applications will be reviewed on a rolling basis until the position is filled.

Grand Targhee Ski & Snowboard Foundation is an Equal Opportunity Employer.