



Adaptive Sports NorthWest (ASNW)

Executive Director Job Description

Title: Executive Director

Reports to: Board of Directors

Job Status: Full-time; Year-round; Exempt

Salary Range: Competitive, based on experience

About Adaptive Sports Northwest

Our mission is to provide and promote recreational, fitness and competitive opportunities for people with physical disabilities. It is our vision to lead our community to a greater state of health and wellness by nurturing the mind, body and spirit through sports and recreation. ASNW offers a wide range of programs and events that educate, connect and inspire children and adults to activate and realize their own personal possibilities and improve their lives.

Adaptive Sports Northwest (ASNW) exists, not only to provide adaptive sports and recreation opportunities to those in Oregon & SW Washington, but to tap the potential of possibility in each individual who participates with us. We believe that everyone learns life lessons through sport. Through fair play, integrity and passion people can improve all aspects of their lives.

We are a catalyst that educates, connects and inspires people with ways to get involved. We believe in the power of possibility!

Position Overview

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for leading ASNW's staff, programs, expansion, and execution of its mission. She or he will initially assess and develop deep knowledge of existing programs, operations, and business plans while creating and implementing a strategic plan and

fundraising campaign to support operational growth and program expansion. The ED will oversee the activities of the entire staff, and directly manage and evaluate the Program Managers and support staff. This is an exciting opportunity to lead and expand ASNW's mission to the next phase of growth and impact to the adaptive community. You will work alongside a great team of staff, volunteers and committed Board members while also having the autonomy and accountability to grow and lead the organization.

Specific Responsibilities

Development

- Develop and implement fundraising campaign that is aligned with strategic plan and financial and program growth targets.
- Represent ASNW in all fundraising and public events.
- Plan, organize and direct staff in all development activities, including, but not limited to: major donors, grant writing, annual appeals, corporate giving, crowd funding and social media funding campaigns, planned giving, special events, capital campaigns and in-kind donations.
- Cultivate and expand long-term strategic partnerships with existing ASNW stakeholders and key partnership targets.
- Establish and maintain strategic partnerships with identified organizations that will help in growing the mission and programs of ASNW's mission.
- In coordination with Board and staff support, develop donor targets lists and outreach plans.

Business / Financial Management

- Provide oversight and management of key financials including budget, expenditures, revenue tracking and forecasting.
- Develop and manage annual organizational budget
- Track all incoming and outgoing funds.
- Develop key performance metrics to support Monitoring and Evaluation and impact indicators.
- Create, implement and manage detailed organizational budgets.
- Provide activity reports and financial statements to determine progress in attaining financial and impact objectives.
- Oversee annual financial reviews and/or audits.
- Regularly communicate with the Board treasurer on financials, while managing cash flows and investment funds.

- Manage and develop operational, employment, and program policies designed to improve service with customers, employees, volunteers, donors and the community.

Staff Management

- Provide positive senior leadership for the organization and staff.
- Evaluate the performance of directors and staff based on ASNW employment policies
- Track staff performance and provide annual evaluations and compensation agreements.
- Provide regular communication and scheduled meetings with staff.
- Regularly review and manage employment policies and professional development plans.

Strategic Planning

- Review and assess key strategic objectives of ASNW existing plans and future needs.
- Develop 3 year strategic plan and budget that aligns with operational, funding, impact and program growth objectives.
- Develop framework for tracking and communicating progress of plan.
- Plan and implement steps to reach short and long-range program and development goals.

Board Management

- Organize and manage all board meetings including briefing documents, financial reports and updates to strategic plan.
- Manage Board members to achieve specific outcomes and objectives
- Provide Board with organizational updates and issues.
- Cultivate and develop new Board members with focus on fundraising and networks.

Marketing and Outreach

- Serve as the spokesperson and public champion of ASNW's mission.
- Manage fundraising events and annual banquet with support staff.
- Prepare and deliver fundraising (pitch) presentations to prospective donors and partners.
- Oversee development and roll out of new website, social media strategy and supporting marketing collateral.

- Provide quotes and oversee press releases for print and broadcast media.
- Promote ASNW as a leader in the adaptive sports industry.
- Oversee marketing and PR plans to support outreach and brand development

Education and Experience

- Bachelor's degree in business administration, nonprofit management, or a closely-related field required.
- Minimum 5 - 10 years of experience preferably in the nonprofit industry with focus on fundraising and operational growth. Consideration will also be made for candidates with private sector experience that are looking to transition to a non-profit.
- Five or more years of senior-level management experience.

Required Demonstrated Experience in:

- Fundraising strategies and donor relations unique to the nonprofit sector.
- An organization's planning, delegating, program development and multi-tasking.
- Budget management skills, including budget preparation, analysis, decision-making and reporting.
- Conveying an organization's vision and strategic future to staff, board, volunteers and donors.
- Using networking skills to create new and maintain current relationships.
- Collaborating with and motivating board members and other volunteers.
- Producing professional written and oral communication documents and presentations.
- Interfacing and engaging a diverse volunteer and donor group.
- Overseeing and collaborating with staff to meet objectives.
- Using public speaking abilities to persuade and engage potential members, partners and supporters.
- Using the Microsoft Office suite (Word, Excel,) and QuickBooks to communicate, produce documents and to run reports

DESIRED EXPERIENCE:

- General interest in recreational and competitive sports programs.

- Knowledge of disability - including person first language, etiquette, physical disability diagnosis, American's With Disabilities Act, etc.
- Empathy, compassion, and a desire to be an advocate for increased wellness and quality of life for people with disabilities through adaptive sports and fitness
- Broad knowledge of adaptive sports programs

Physical Requirements

- Commonly required to work weekends and evenings, with some independent regional travel.
- Hold a current Oregon Driver's License and auto insurance.
- Access to a vehicle for transportation to out of office meetings and events.
- Wheelchair accommodation

Work Environment

- Fast-paced, entrepreneurial and unstructured office environment
- Flexible work schedule with occasional weekends and evenings, with some independent regional travel.
- Some remote work opportunity.
- Out-of-office meetings frequent.

To Apply

If interested in applying, please send resume, cover letter, and three professional references no later than March 13, 2018 to jobs@adaptivesportsnw.org