



Mammoth Lakes Recreation (MLR) is a 501 (c)3 nonprofit organization dedicated to enhancing arts, culture, recreation and mobility in the Eastern Sierra.

POSITION: Executive Director

POSITION SUMMARY:

The Executive Director carries out essential duties of the organization. The position plans, prioritizes and implements administrative, programmatic and funding elements for Mammoth Lakes Recreation. This entails working with the organization's funding partners and grant recipients, program partners, local not-for-profit organizations and working closely with Town of Mammoth Lakes staff. This is a full-time, year-round, salaried position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee day-to-day operations of the organization, including donor management, budgeting, and database management.
- Provide leadership and advocacy for recreation programs, new product development and experience enhancement in the Eastern Sierra.
- Oversee organizational communications, including website, social media, digital, email and print advertising.
- Manage the distribution of information on recreation opportunities to the community and stakeholders.
- Identify business development opportunities to provide financial support through private, corporate and philanthropic channels.
- Engage in grassroots outreach and advocacy in support of sustainable recreation.
- Work with the Board of Directors (BOD) to establish annual goals and objectives and implement those goals and objectives.
- Participate in strategic planning to set overall vision and annual program/project goals for the organization.
- Provide staff update at each regularly scheduled BOD meeting.
- Manage budget, contributions, sponsorships, contracts, grants, in-kind donations.
- Implements creative strategies to increase participation and expand public awareness of the MLR work and program value.
- Represent MLR at appropriate public functions and ensure strong communication with community partners.

DESIRED 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.

SUPERVISORY RESPONSIBILITY

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

COMPENSATION:

- Salary range: \$80,000 - \$130,000 - commensurate with experience
- PTO and Sick Leave as stated in current MLR Employee Handbook
- Employee healthcare insurance stipend
- Participation in employee 401k program