



## **Teton Valley Aquatics Executive Director Position Description**

**About Teton Valley Aquatics:** Teton Valley Aquatics, Ltd. is a 501(c)(3) organization based in Driggs, Idaho. The mission of Teton Valley Aquatics is: Partnering with the City of Driggs and the Community of Teton Valley to optimize resources for designing, building and operating a successful aquatic facility.

### **General Responsibilities:**

Reporting to the Board of Directors, the Executive Director will have strategic and overall operational responsibility for Teton Valley Aquatics staff, programs, expansion and execution of its mission. They will initially develop deep knowledge of the field, programs, operations and business plan.

### **Fundraising and Communications (40%):**

- Responsible for fundraising and developing revenues necessary to support TVA's mission.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Responsible for fiscal management that ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Development and administration of a large capital fundraising campaign.

### **Mission, Strategy and Business Planning (25%):**

- Implementation of TVA's programs that carry out the organization's mission.
- Strategic planning to ensure that TVA can successfully fulfill its mission into the future.
- Enhancement of TVA's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Oversight of ongoing TVA ancillary programming, ensuring their continued funding, organization, and staffing.

### **Organization Operations (20%):**

- Responsible for the hiring and retention of staff.
- Responsible effective administration of TVA operations, including budget development and execution.
- Responsible for signing on direction and approval of Board of Directors all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Implement and monitor an efficient business structure for future organizational growth.



**Board Governance (15%):**

- Responsible for leading TVA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Other duties as assigned by the Board of Directors.

**Qualifications:**

- Bachelor's degree or equivalent experience.
- Transparent and high integrity leadership.
- Experience and skills in working with a Board of Directors, preferably in a non-profit environment.
- High level strategic thinking and planning.
- Ability to effectively communicate TVA's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- Active fundraising experience. Excellent donor relations skills and understanding of the philanthropic landscape. Experience with capital campaigns preferred.
- Ability to establish relationships and work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

**Working Conditions:**

- Ability to work remotely
- Means of transportation throughout Teton Valley, ID.
- Evening and weekend work may be required for certain events.

**Compensation and Benefits:**

- Part time, W-2 position
- Flexible schedule
- Competitive compensation dependent upon experience.

**To Apply:**

Please submit a resume, cover letter and references to TVA Board Vice Chair Megan LaTorre at: [megan@tetonvalleyaquatics.org](mailto:megan@tetonvalleyaquatics.org) by March 1, 2021.



**Addendum:**

This position description is not meant to state or imply that these are the only duties performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by the Board of Directors in compliance with federal and state laws.

Teton Valley Aquatics, Ltd. ensures equal opportunity in participation and employment for all persons, regardless of race, color, religion, gender, sexual orientation, age, national origin or veteran status. Every reasonable effort will be made to accommodate people with physical disabilities.