

EXECUTIVE DIRECTOR JOB DESCRIPTION for COMMUNITY SAILING OF COLORADO, LTD

Community Sailing of Colorado, LTD., a 501(c)(3) nonprofit organization, is seeking an energetic, organized and experienced leader as its next **Executive Director**. Community Sailing of Colorado, CSC, operates a sailing program on two lakes for boys, girls and adults in the Denver metropolitan area. Go to the website www.communitysailing.org for more information about the program. The Executive Director is responsible for strategic planning, day-to-day operation of the CSC programs, and for executing policies set forth by Community Sailing of Colorado's Board of Directors.

RESPONSIBILITIES:

The Executive Director answers to the Board of Directors, BOD, and has the responsibility to oversee the following:

- Financial management and program management including administrative, operational, accounting, human resource, IT and risk management
- Plan and execute fundraising events including individual giving, corporate sponsorships and grants
- Hire, manage and train new instructors; develop corps of volunteers
- Market CSC programs in community through presentations, email newsletters, print media and personal contact
- Create, develop and deliver sailing curriculum.
- Sell, accept and retrieve boat donations. Direct maintenance of CSC sailboats and equipment.
- Coordinate attendance of symposiums, boats shows and other sailing events
- Create and update database, e-newsletter, annual direct mail, website administration and all internal and external communications
- Schedule and communicate classes, programs and events

REQUIRED SKILLS AND EXPERIENCE:

- Bachelor's degree. Advanced degree a plus.
- Excellent partnership-building talents, experience working effectively with BOD
- Sailing and/or outdoor recreation management. US SAILING Level 1 Certification
- Software knowledge of Word, Excel, Publisher, PowerPoint or similar

TIME REQUIREMENTS AND SALARY:

- Salary set commensurate with applicant's experience.
- Year around job with more hours required during sailing season

JOB SELECTION PROCESS:

Please email your resume to community.sailing@yahoo.com on or before Friday, January 8, 2010. Job available January 2010. No phone calls please.