



## Executive Director

Executive Director of Anderson Bluffs and River Trails Foundation, reporting to the foundation board of directors.

**Primary function:** Provide leadership, direction, and management to ABR Trails staff in support of the foundation vision.

**Vision:** To sustain the ABR legacy as the Midwest's premier Nordic ski destination for generations to come and connect ABR Trails to the larger community.

### *Core Responsibilities*

- **Ski Operations:** Oversee all functions related to running the ski center. This includes managing and developing the team to run the retail and rental ski shop, sell ski passes, provide current trail maps and maintain the trailhead building.
- **Trails and Grooming:** Provide an excellent skier experience by maintaining a quality trail network with expert grooming. Coordinate closely with the chief groomer on in-season grooming schedule, staffing, off-season trail maintenance and development, equipment repair, and building maintenance.
- **Cabin Rental and Maintenance:** Manage the trailside cabin rental process. This includes oversight of the reservation, maintenance, and cleaning schedule. Provide guidance on rates, dates of availability, and marketing.
- **Programming and Events:** Develop and execute programming that creates opportunities for ABR Trails to fulfill our mission. Hosting programs such as youth and family “learn to ski” events, grooming clinics, ski races, volunteer and community outreach events. Develop a plan for future programming to use the ABR trail system and resources outside of the ski season.

- **Philanthropy:** Collaborate with the board to create a strategic plan for charitable giving. This includes donor development and recognition, capital campaign execution, and building relationships across the community.
- **Administration:** Hire and supervise staff in a manner that fosters a positive culture in alignment with foundation values. Prepare monthly reports. Maintain regulatory compliance regarding nonprofit status.

**Required Skills:** A passion for skiing and the outdoors. Bachelor degree or equivalent experience and a minimum of five years leadership experience. Strong communication, mentoring and problem-solving skills.

**Desired Skills:** Resort / Nordic center / Camp / Park management background. Nonprofit experience is a plus. A track record of personal growth.

**Compensation & Benefits:** Competitive salary and benefit package commensurate with experience.

**Ready to answer the call?** Learn more and apply today!

<https://andersonbluffsrivertrailsfoundation.org/jobs/>