



## **Teton Valley Aquatics Executive Director Job 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. Along with working with the City of Driggs to build a year-round aquatic facility, Teton Valley Aquatics also operates a seasonal above-ground pool during the summer, providing swim lessons, water aerobics, and other activities to Teton Valley.

### **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. The Executive Director will need to develop a deep knowledge of the field, programs, operations and business plan to effectively perform job responsibilities.

### **Fundraising and Communications (70%):**

- Responsible for fundraising and developing revenues necessary to support TVA's general operations by utilizing local, regional, and national funding sources.
- Responsible for developing and executing a capital campaign for TVA's portion of the final aquatic facility including design, construction, and operations.
- Maintain strong connection to the community via written, in person, and one-on-one communication.
- Execute all communications for TVA including, but not limited to, email newsletters, print advertising, mailed campaigns, and social media.

### **Mission, Strategy and Business Planning (10%):**

- 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.
- 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.

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

- Responsible for the hiring and retention of all staff.
- Oversight of ongoing TVA programming, ensuring their continued funding, organization, and staffing.



- Responsible for fiscal management that ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for effective administration of TVA operations, including budget development and execution.
- Responsible for signing, based on authority assigned by the BOD, all notes, agreements, and other instruments made and entered into and on behalf of the organization.

**Qualifications:**

- Bachelor's degree or equivalent experience.
- 3-5 yrs of management experience, ideally in a non-profit organization
- Transparent and high integrity leadership
- 1-3 yrs experience in working with a Board of Directors
- 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
- Excellent donor relations skills and understanding of the philanthropic landscape
- Experience with a capital campaign required.
- Ability to establish relationships and work effectively in collaboration with diverse groups of people
- Current CPR/First certification, American Red Cross Water Safety Instructor certification preferred. TVA will provide an opportunity for training if not currently certified.
- Possesses passion, integrity, and a positive attitude, is mission-driven, and self-directed.

**Working Conditions:**

- The successful candidate must have:
  - The ability to work remotely
  - A means of transportation throughout Teton Valley, ID
- Evening and weekend work may be required for certain events

**Compensation and Benefits:**

- Part time, Salaried, W-2 position
- Flexible schedule
- Salary range starting at \$33k, DOE

**To Apply:**

Please submit a resume and references to TVA Board Chair Megan LaTorre at: [megan@tetonvalleyaquatics.org](mailto:megan@tetonvalleyaquatics.org). Position is open until filled.



**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 disabilities.