



# Jackson Hole Ski & Snowboard Club

## Director of Fundraising

**JHSC Mission:** To inspire and develop student-athletes through innovative and accessible ski and snowboard programs that provide opportunities to pursue personal excellence in snowsports and life.

**JHSC Values:**

- FUN ● COMMITMENT ● TEAMWORK ● SPORTSMANSHIP ● COMPETITION

**POSITION DESCRIPTION:**

The Director of Fundraising (DF) is a wide ranging position that requires high energy, creative thinking, enthusiasm, ability to multitask and think ahead over a 1-2 year time span. The DF is responsible for managing the primary development campaigns of the Club related to traditional donor development and special events to ensure that the Club has the financial and relationship resources needed to accomplish and sustain our mission. The DF designs, implements, and manages the systems, structures, and processes related to these responsibilities.

The position is full-time, exempt. The DF reports directly to the Executive Director (ED), works closely with the Club’s leadership team, and has three reporting support positions. This position is eligible for JHSC incentivized compensation structure.

**DUTIES & RESPONSIBILITIES:**

Essential functions include, but are not limited to the following:

**Donor Development:**

- Lead all donor development to achieve budgeted Development campaign goals.

Campaign	FY23 Goal
Old Bill’s Fun Run	\$80,000
Annual Scholarship Fund	\$125,000
Champions Fund	\$215,000
Clubwide Sponsorships	\$100,000
“Ski Club Card” Membership	\$180,000
Endowments	\$100,000

- Manage all administrative aspects of donor development including but not limited to:
  - Donor database management (Salesforce), donor research and identification, donor cultivation, and stewardship.
  - Communication and tracking of tax receipts, thank you notes, and other regular donor communication.

- Implement and manage all Development campaigns. Assists with the creation, review, production, and mailing of all collateral pieces.
- Provide Executive Director (ED) and Board of Directors Development Committee with Development updates, Donor/Gift updates and prospecting, call lists, etc. and regularly track progress of the development process.
- Foster engagement, collaboration, and a community of support among existing donors, new donors, and strategic partners.
- Build and expand donor database contacts and donor data.
- Cultivate alumni and grow Alumni Association
- Manage website pages related to development

**Sponsorships:**

- Maintain positive relations with primary partners, with regards to marketing efforts (ie. JHMR, Snow King, lodging partners)
- Oversee and implement the JHSC clubwide, vehicle, and fundraising events sponsorships.
- Ensure that JHSC offers ideal exposure for all sponsors and partners.

**Events:**

- Oversee the plan, coordination & administration of JHSC fundraising events such that they contribute to clear development goals

Black Tie, Blue Jeans Ski Ball	Sep 24
Annual Ski & Gear Swap	Oct 14-15
Pica's Margarita Cup	Jan 23, Feb 6, Feb 20, Feb 27
Jackson Hole Downhill	Mar 10-12
Pole Pedal Paddle - <i>pending</i>	Mar 31
4th of July 10k	Jul 4

- Solicit, manage, and secure Jackson Hole Travel & Tourism sponsorships/grants and submit all necessary recap reports.
- Execute event-specific opportunities for donor engagement and integrate into all marketing and communications
- Solicit & oversee event sponsorship in concert with the Events Coordinator.
- Cultivate relationships with event partners, venues and stakeholders

**Communications:**

- Effectively coordinate, review and edit clubwide communications to Staff, Parents and Athletes, Partners, Sponsors, Donors, Community
- Oversee and coordinate regular website, newsletter, and social media communications with supporting Communications positions.
- Oversee press releases / media relations / advertising as needed

**REQUIRED SKILLS**

- Significant event experience, event fundraising experience preferred
- Knowledge of CRM systems, preferably Salesforce.com.

- Detail-oriented with strong analytical and organizational skills
- Excellent oral, written, and interpersonal communication skills
- Proficiency with Microsoft Office and Google platforms
- Ability to work effectively within a team
- Ability to manage individual workload and meet deadlines
- Experience with silent and live auction fundraising preferred
- Experience with donor relations required
- Availability to work all set event dates
- Willingness to learn new systems when appropriate.
- Ability to work outdoors in varying weather conditions.
- Ability to lift 50 lbs.

#### **STANDARDS**

- While much of the work takes place Monday through Friday during regular office hours, evening and weekend work is also required.
- Must be willing to work as both a leader and a team member with staff and board, and to seek and embrace diversity when working with donors, partner organizations, members, and public.
- Must maintain current US Ski & Snowboard Volunteer Membership, SafeSport and other appropriate professional credentials.
- Must maintain high personal and professional standards & relations at all times when representing JHSC.

#### **APPLICATIONS SHOULD INCLUDE**

- Cover Letter
- Current Resume
- List of 3 references, plus any letters of recommendation

Position open until filled.

Email materials to [ali@jhskiclub.org](mailto:ali@jhskiclub.org)