JOB DESCRIPTION: Executive Director

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REPORTS TO: Board of Directors, ORCA
DATE POSTED: 6/1/20

About ORCA
The Outdoor Recreation Council of Appalachia is a Council of Governments that aims to integrate conservation, outdoor recreation, and economic development in a way that strengthens and inspires communities in Southeast Ohio.

Job Summary
The ORCA Executive Director provides leadership and advocacy in developing a comprehensive recreation program, highlighting new product development and experience enhancement in SE Ohio. This position will develop partnerships in the region to capitalize on regional assets to create an outdoor recreation destination in southeastern Ohio, oversee organizational management and operation of ORCA, and develop a regional outdoor recreation brand and community activation strategy. The Executive Director will help to further the goals of significant community studies and task forces by analyzing projects and preparing them for production and implementation in conjunction with ORCA board members, the ORCA advisory committee, and related groups. Additional key responsibilities will be to identify and nurture business development opportunities to provide financial support through private, corporate and philanthropic channels, and manage the distribution of information on recreation opportunities to the community and stakeholders.

Roles & Responsibilities

Board Relations

- Together with the ORCA Board, ensures management and leadership of ORCA in a manner consistent with Council of Governments operations in Ohio; designs and obtains board consensus for goals and objectives and obtains their assistance implementing these goals and objectives; provides leadership in choosing which tasks to undertake to achieve the goals and objectives and assigns priorities to those tasks.
- Supports inclusive strategic planning and ensures planning decisions are used in setting annual program/project goals; promotes an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.
- Serves as staff support for the board of directors, providing regular updates and meeting management, and serve as the Recording Secretary.

Fiscal Management

- Leverages future sponsorships with existing funding sources. Obtains and manages contributions, sponsorships, contracts, grants, and in-kind donations to support ORCA projects and service.
- Develops funding for both capital and non-capital projects.
Outdoor Recreation Council of Appalachia (ORCA)

- Ensures that ORCA is fiscally sound by working with the ORCA Fiscal Officer to develop and prepare an annual budget and reports to the board and to partners, and maintains rigorous accountability standards for grant and budget tracking.
- Manages an annual budget, oversees/supervises all bookkeeping, accounting and financial activities.

**Partnerships, Communications and Community Outreach**
- Assures professional relationships with individuals, committees and organizations that share a stake in recreation, athletics, arts, culture, tourism and outdoor activities in the area.
- Responsible for all communications and public relations, including integration of social media outreach and website management.
- Positions ORCA as an effective, vital organization. Represents ORCA at all appropriate public functions and makes effective public presentations. Establishes and maintains contacts with key individuals in both the public and private sectors.
- Ensures strong communication with member communities, the Athens County Visitors Bureau, the U.S. Forest Service, and foundations and organizations in the Recreation, Arts, Culture and Trails community.
- Responsible for volunteer outreach, engagement and management.
- Implements creative strategies to increase participation and expand public awareness of ORCA’s work and program value.
- Work with institutions of higher education and local partners to identify research gaps and develop the data needed to analyze the impacts of outdoor recreation and support future planning and priorities.

**New Product Development**
- Research emerging recreation trends and apply to the local recreation strategy.
- Develop concepts and proposals for new capital projects and activities that appeal to local residents and visitors that enhance their overall arts, culture and recreational experience and quality of life.

**Committee Structures**
- Integrates committee functions with the operations of the ORCA board.
- Coordinates strategic planning sessions with ORCA board and advisory committee, citizens, and organizational stakeholders in SE Ohio.
- Prepares reports and recommendations to the ORCA Board.

**Knowledge, Skills and Abilities**
- Proven leadership skills, working with Boards, governmental entities and agencies in a non-profit environment.
- Demonstrable fundraising skills.
- High level organizational development, interpersonal, marketing, communication, administration, planning and management skills.
- Affinity for working with residents, guests, individuals, clubs, foundations and governmental groups.
- Successful financial tracking, accounting, reporting, budgeting and analysis abilities.
- Grant Writing
- Ability to advocate for recreational opportunities at the State and Federal level.
- Public meeting organization, facilitation and agenda management capabilities
This is a full-time exempt position that has an annual salary of $65,000 and includes a health insurance incentive, retirement, and paid time off. Work schedule will be determined by work requirements and the ORCA Board. The Executive Director will have supervisory responsibility over employees, service providers, contractors, and volunteers.

Qualifications
- A minimum of 5 years of progressively responsible experience in management, administration and leadership in the recreation, hospitality or philanthropic industries.
- Education equivalent to a Bachelor’s degree with major course work in sports, recreation, resort management, public administration, non-profit management or related fields is desirable.

Analysis of Physical and Mental Demands
- Valid US driver’s license
- The individual will be subject to and pass a criminal background check.
- Computer skills including excellent knowledge of Windows operating system, Microsoft Office applications and other system software specific to recreation facility management.
- Ability to communicate both verbally and in writing.
- Lift 35 pounds
- Frequent Interaction with public
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. ORCA reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

To apply, please send a cover letter and resume outlining your experience as it relates to this job description. Additionally, we request you send us a minimum of five references. Send materials to ORCA.hire@gmail.com, subject heading: Executive Director. The position will remain open until a suitable candidate is hired. ORCA is an Equal Opportunity Employer.