



## **Bromley Outing Club**

### **Executive Director**

The Bromley Outing Club (BOC) is located at Bromley Mountain in the southwestern range of Vermont's Green Mountains. With a strong mission to promote a life-long appreciation of snow sports while developing the values of sportsmanship through recreational, educational, and competitive skiing and snowboarding programs, the BOC has flourished for over 65 years. Proudly, the BOC is also home to JISP (Junior Instruction Ski Program), a dedicated program for children and juniors of all abilities across Southern Vermont.

The BOC Executive Director will hold responsibility for the administration and management of the club's core programs; alpine racing, JISP, affiliation with Burr&Burton Academy, community race programs and fostering a mutually beneficial relationship with Bromley Mountain. The Executive Director will be looked to for leadership in creating, implementing, and executing a long term strategy and vision for the BOC, managing budgets, overseeing BOC staff, and managing facilities and BOC hosted events.

The Executive Director will be the outward face of the BOC. This leader will possess strong and detailed communication skills, will maintain the strength of relationship the BOC enjoys with Bromley Mountain, and establish operational excellence across all programs. The Executive Director will establish club standards and identify metrics for meeting and exceeding standards that foster a culture and community which reflect directly upon the original charter and mandate of the BOC: – to promote a life-long appreciation of snow sports while developing the values of sportsmanship.

#### **Primary Responsibilities**

- **Program Leadership;** In collaboration with the Lead Technical Coach and Coaching Staff, responsible for creating and developing athlete development plans. Highlighted focuses will center on alpine training, competition schedules, seasonal dryland training & camps, and supporting athlete ambitions to strive and progress to their highest levels of ability.
- **JISP;** Work closely with JISP Coordinators in leading this program which provides scholarship and affordable skiing instruction to over 350 local school children across Southwestern Vermont.
- **Staff Leadership & Development;** lead a dedicated team of colleagues across Coaching, Mountain & Race Operations, and Administration. The Executive Director will be responsible for building and maintaining a staff of the highest caliber, and aim to develop their talents through continuing education and certification opportunities.

- **Communication;** Responsible for managing all internal and external communications within the BOC. Essential to the BOC's success is the organized, prompt, and clear communication from the Executive Director to its membership. Communications include; program update information, race and practice schedules, club news, travel updates, and policy & procedure communications.
- **Relationship Management;** The Executive Director will focus on and strengthen the relationship the BOC maintains with Bromley Mountain and its Leadership. The Executive Director will maintain strong communication with Bromley Mountain Leadership on several fronts, notably trail access, training, and competition schedules.
- **Budget & Accounting;** The Executive Director will work closely with the Club Treasurer, with responsibility for overseeing all financial aspects associated with the club's Programs and Operations budgets. This will include payroll and event budgets, annual budget planning, and providing regular financial updates to the BOC Board and Treasurer.
- **Event Management;** The Executive Director will plan the snow sports event calendar, and lead the Race Operations Team in planning and execution of high-caliber events.
- **Facilities & Equipment;** Responsible for oversight of the BOC facilities (clubhouse, start/finish houses, storage space) ensuring they are properly maintained and in good repair. Responsibility for working with an assigned member of the coaching staff who will oversee equipment needs, inventory, and repairs. Work with Board and Treasurer on capital expenditure and/or facility improvement needs.
- **Sponsorship & Fundraising;** Responsible for supporting all BOC fundraising and scholarship endeavors by developing and maintaining strong relationships with all BOC sponsors, partners, and donors.

### **Qualifications & Experience**

- Bachelor's Degree preferred
- Experience managing and leading youth athletic programs and teams
- Depth of knowledge of alpine ski racing at all levels (U8-U19 & FIS)
- Depth of knowledge of alpine race event management and administration
- Extensive knowledge of USSS and VARA or similar State racing association
- Excellent interpersonal and communication skills
- Strong organization and budgeting skills
- Passionate interest in athlete development, and fostering their lifelong participation and appreciation for snow sports

**To apply for this position, please send a cover letter and resume to [jointheteam@bromleyoutingclub.com](mailto:jointheteam@bromleyoutingclub.com).** We will be in touch with candidates who are actively being considered for the position.

The Bromley Outing Club is committed to building a community of diversity and inclusion. We strongly encourage applications from candidates with diverse experiences and backgrounds. BOC is an equal opportunity employer.