

**Job Description:**  
**EXECUTIVE DIRECTOR**  
**Wintergreen Adaptive Sports**

Wintergreen Adaptive Sports (WAS) seeks an energetic, capable, and creative executive director to take the reins of this established, dynamic organization. Based at Wintergreen Resort in Virginia's Blue Ridge Mountains, WAS has grown over 25 years to become the largest outdoor adaptive sports program serving the Mid-Atlantic community, offering year-round recreation opportunities -- including alpine skiing, snowboarding, kayaking, and canoeing -- for people with disabilities and their families. The executive director reports to the Board of Directors and works with WAS staff to manage operations of both the winter and summer programs, as well as to formulate and execute development activities, including fundraising and grant writing. Knowledge of the world of adaptive sports and the experience of people with disabilities is beneficial but not necessary; a desire to learn, a sympathy and enthusiasm for the program's mission, and experience in non-profit development and management are equally important. The job includes working with a tremendously rewarding client population – children, teenagers, and adults, including Wounded Warriors -- a skilled and devoted team of over 100 volunteer instructors, and a group of wonderful part-time staff members at the beautiful Wintergreen Resort. Perfect for a young professional eager to help build a nonprofit or someone interested in a sharing a lifetime of development experience with a deserving community.

**Position**

The organization has two primary critical objectives: ensuring that the program remains economically sustainable and managing an excellent existing operation.

**Responsibilities**

*Leadership & Management:*

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- Develop timelines and effectively utilize resources to implement initiatives aligned with strategic and operational goals.
- Actively engage and energize WAS volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Support the WAS board of directors; serve as ex-officio of each committee, seek and build board involvement with ongoing operations.
- Develop and maintain strong working relationships with leaders in adaptive sports at both the national and regional levels. Leverage these relationships to further the interests of Wintergreen Adaptive Sports.
- Lead, coach, develop, and retain excellent operational staff.

- Implement effective systems and processes to track progress, and regularly evaluate program components, so as to measure successes.
- Regularly and effectively communicate to the board, funders, and other constituents.

*Fundraising & Communications:*

- Expand revenue generating and fundraising activities to support existing and projected program operations. The executive director is expected to initiate and to be directly involved in fundraising activities, identifying individual donors, corporate sponsors, and grant opportunities.
- Leverage WAS relationships (through the WAS BOD & volunteers) to garner new opportunities, specifically targeting WAS business corporate sponsorships.
- Oversee and recommend opportunities for improvement in all aspects of communications, from web presence to external relations, with the goal of creating a stronger brand.

**Qualifications**

The ED will be thoroughly committed to the WAS mission. All candidates must have a passion for assisting people with disabilities, and proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Undergraduate degree in a relevant field is required. Advanced degree a plus.
- Minimum five years experience in a relevant field: nonprofit development or program management, marketing and communications, public relations.
- Excellence in organizational management with the ability to coach staff, and to manage and develop high-performance teams. Set and achieve strategic objectives.
- Experience with financial reporting, developing, and managing budgets.
- Past experience working with a board of directors to advance organizational goals.
- Strong marketing, public relations, and fundraising experience; website management expertise a plus; aptitude in using Microsoft Office applications.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.

- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.

**Additional Information:**

- Salary
- Full-time position
- Benefits
- Flexible Hours and Work Locations (includes working at home)
- Position requires criminal background check

## **To Apply For This Position**

*Candidates may submit a resume  
and cover letter in confidence to:*

**WAS Executive Director Search Committee  
by e-mail to the following address:  
EDSearch@skiwas.org**

**All submissions will be acknowledged**

*Wintergreen Adaptive Sports is an Equal Opportunity employer. Personnel are selected on the basis of ability without regard to race, color, religion, sex, national origin, disability or marital status in accordance with federal and state law.*