



Executive Director Job Description

Position: Executive Director

Location: Sandpoint, ID

Position Type: Full-time, Seasonal

Date Posted: Sep 20, 2021

Closing Date: Oct 10, 2021

Compensation: Annual salary range \$24,000 to \$28,000 based on a six-month season, November through April.

Position Summary: The Friends of the Idaho Panhandle Avalanche Center is a 501(c)3 nonprofit dedicated to supporting the Idaho Panhandle Avalanche Center (IPAC) and providing avalanche education and awareness to backcountry snowsports participants in North Idaho and Northwestern Montana. The primary focus of the Executive Director is to support administrative operations of the Friends' group, organization of educational programs, management of social media programs, and other tasks assigned by the Board of Directors.

Job Duties: The Executive Director is a full-time seasonal position. Additional duties may be required. The position will work under the direction of the Board of Directors. Work will require communication and collaboration with the Forest Service Avalanche Forecasters. Duties will be performed from a home office but may occasionally require work at community events or in the field within the IPAC forecast areas. The job duties and responsibilities include but are not limited to the following:

- Grants: Lead Fulfillment of grant deliverables as assigned. Organize, lead, and ensure completion of all commitments made under FIPAC Grants. As assigned, complete grant reporting. As assigned, attend workshops and complete grant applications for future grant cycles. Seek new grant opportunities.

- Manage and promote FIPAC Membership and Sponsorship programs, building a stable funding source while nurturing meaningful community relationships; includes managing benefits, updates, gifts, and all communications with Members.
- Education and Awareness Events: For the 2021/2022 Season, work with the Education Committee (or Education Coordinator) to schedule, promote enrollment, manage student communications, and staff all education events.
- Social Media, Website and Community Outreach: Work with FIPAC Board and its Committees to develop and post education and outreach content to social media. Work on developing content for IPAC's website, including FIPAC content such as Annual Reports and other documents related to non-profit operations. Work to complete grant specific agendas, such as mechanized avalanche awareness safety video through Polaris grant. Participate and assist with public outreach and interagency collaboration efforts and events as directed.
- Administrative, Event, and Other Tasks: Pending availability and FIPAC's operational needs, complete additional administrative tasks and assist with other FIPAC events and projects including but not limited to the Annual Event, Observer network, and Pit Chats. Lead or assist with seeking additional funding opportunities.
- Potential for participation in forecasting and educational activities for qualified individuals.
- Act as liaison between local, state, and federal agencies (i.e. Ski Patrols, SAR groups, USFS, NWS).

Qualification Requirements:

Minimum Qualifications:

- Strong written and spoken communication skills
- Technical writing experience
- Experience with MS Windows Google Apps, and web-based software
- Experience in an education setting
- Advanced knowledge of snow science and avalanche forecasting methods and principles
- Advanced winter backcountry travel skills and avalanche safety protocol

Desired Qualifications:

- Grant writing and reporting experience
- Professional avalanche training (NAS, Pro 1, CAA Level 1, or better preferred)
- Professional avalanche education experience (Level 1 Professional Instructor or higher)

Contact: Gabe White, President of Friends of the Idaho Panhandle Avalanche Center

To Apply: Email gabe@idahopanhandleavalanche.org with the following information:

Name, email, and phone

Current Resume

Cover Letter, containing a brief description of your qualifications and interest in the position.