



Utah Avalanche Center
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Utah Avalanche Center Executive Director – Job Description

The Utah Avalanche Center (UAC) exists to keep people on top of The Greatest Snow On Earth® by providing avalanche forecasting, education, and awareness throughout the state of Utah in collaboration with the US Forest Service.

We are currently seeking a highly organized and passionate individual to serve as Executive Director. The ideal candidate will be a dedicated leader with a proven track record of guiding dynamic, cross-functional teams. Strong communication skills (written and verbal) are a must, along with a deep understanding of the snow and avalanche industry, including avalanche education. Experience managing non-profits, building operational budgets, and leading strategic planning sessions are preferred. This multifaceted role requires a dynamic leader with a strong commitment to the UAC mission, exceptional organizational skills, and the ability to navigate the complex landscape of avalanche forecasting, education, and non-profit management.

If you are ready for a challenging yet rewarding opportunity, we encourage you to apply for the Executive Director position at the Utah Avalanche Center.

Responsibilities include:

A. Avalanche Awareness and Education Program Management

You will oversee the avalanche awareness and education programs that the UAC has developed over the past three decades. As the leader of our organization, you will need the skills (IQ + EQ) to work with various leaders throughout our community, including staff members, government employees, external contractors, and volunteers. Specifically, you will be responsible for:

1. Provide strategic and operational direction of the UAC's flagship programs, including:
 - a. Avalanche Education & Awareness:
 - i. Provide strategic and operational direction for education and awareness programs in alignment with UAC's goals.
 - ii. Ensure that the UAC's programs align with both community-driven needs to meet the needs of a changing user base.
 - iii. Identifying and implementing new program opportunities
 - b. U-CAAST:
 - i. In partnership with the Research & Technology Manager and the Special Projects Director, lead the UAC's innovative machine learning project. Work closely with partners to identify critical milestones, funding opportunities, and product development.

2. Support the USFS Forecasting arm of the UAC including:
 - a. Ensure resources for avalanche program sustainability, including managing Forest Service contracts and payments.
 - b. Communicate effectively with the Forest Service UAC Director. The relationship between the UAC Executive Director and the Forest Service UAC Director is highly collaborative, built on daily coordination, open communication, and mutual support to keep operations running smoothly. They work as a unified team, sharing information, troubleshooting challenges, and making cooperative decisions that best support the UAC's programs and staff.
3. Fostering communication among the Utah Avalanche Center (UAC), other U.S. and Canadian centers, and other entities to work toward the development of excellence in common programs.

B. Financial Accounting, Reporting and Cost Control

You will work with our Board of Directors and the Finance Committee to prepare our annual operating budget and manage all organizational spending to stay within the annual budget. Specific responsibilities include:

1. Lead annual budgeting and oversee organizational spending in partnership with the Board and Finance Committee, ensuring adherence to financial policies
2. Manage all accounting operations, including disbursements, receipts, recordkeeping (e.g., QuickBooks), and compliance with state and federal tax filings
3. Monitor financial performance, control costs, and deliver monthly financial reports and analysis to the Board
4. Oversee quasi-endowment management, investment coordination, and required financial reporting
5. Assist in grant reporting in collaboration with the Development Director.

C. Fundraising, Partnership Development, and Image Management

You will work closely with our Development Director to support our fundraising efforts, including:

1. Ensuring a database of key contacts, partners, donors, and industry leaders is up-to-date and properly managed
2. Searching for in-kind donation opportunities to support staff and programs
3. Acting as the driving force for "Brand & Image Management" (sell the UAC message) through building relationships with donors and other partners while ensuring the use of image and brand among partners is consistent with UAC values
4. Overseeing fundraising events through optimization of event performance; coordinating volunteers; work events; coordinating with outside entities; and performing post-event review, analysis, and reporting
5. Actively selling and managing website advertising
6. Leading UAC lobbying efforts within the State and counties

D. Strategic Direction and Planning

You will work with the Board of Directors to develop the UAC's strategic plan, goals, and objectives. You will work with staff to execute the plan, including:

1. Creating short-term strategies and tactics to achieve the UAC goals.
2. Assisting with individual goal setting and management, tying these goals back to the strategic plan
3. Identifying professional development opportunities for the board and staff

E. Communications, Marketing, and Public Relations

You will be responsible for maintaining professional and trustworthy communications from all mediums, including:

1. Coordinating website construction/maintenance (and other “apps”), making sure such communication to the public is tied to UAC’s mission, vision, goals, and values
2. Co-managing website content with a focus on the effective delivery of the educational, forecasting, promotional, and informational components of the website
3. Overseeing social media programs, in collaboration with the Communication Manager.
4. Managing UAC public relations, particularly through partnership, sponsor, and donor interaction
5. Representing UAC at honorary events, legislature, non-profit organization events, etc.
6. Presenting a timely summary of UAC activities and noteworthy events to the Board of Directors

F. Administrative Duties

In addition to all the strategic initiatives of the organization, you will be responsible for managing the day-to-day operations of the organization, and duties will include:

1. Manage employees, volunteers, subcontractors, and interns (including performance reviews)
2. Set up and assist with board meetings
3. Manage necessary insurance and develop options for board approval as needed
4. Maintain a UAC office inclusive of managing supplies, equipment, assets, and facilities

Qualifications

- B.S. degree with a minimum of 10 years experience in leadership roles
- Avalanche Recreation Level 1 with a solid understanding of general snow science.
- Experience running an organization that has seen recent rapid growth
- Experience creating organizational processes and procedures
- Excellent written and verbal communication skills
- Experience working remotely and independently
- An open and collaborative work style
- Strong computer skills; fluent in Microsoft Office and GSuite; knowledge of CRMs and experience with CiviCRM specifically and QuickBooks is preferred
- Strong project management skills and organizational skills required

Working Conditions and Location

- This position is a salaried, full-time, year-round position
- The Executive Director will work a variable hour work week that will often include weekends and evenings.
- This is a hybrid position. The Executive Director may work remotely or from the UAC Salt Lake City office, a regular weekly in-office presence is required.

Compensation

- Salary: \$80,000 - \$110,000; Commensurate with experience.

Benefits

- Paid time off with a generous vacation time allowance

- Opportunity to contribute to employer sponsored SIMPLE IRA retirement plan, with organizational match up to 3%.
- Health insurance stipend or inclusion in the UAC health insurance program
- Dental and vision insurance options
- Life and disability insurance provided
- Flexible work schedule
- Inclusion in UAC cell phone plan
- Opportunities for continuing education

To apply, please submit a cover letter and resume to edsearch@utahavalanchecenter.org. Applications will be reviewed on a rolling basis. Please write your cover letter in your own words. AI-assisted drafting is acceptable for grammar and clarity, but submissions that appear to be wholly AI-generated will be deprioritized.