



Jackson Hole Ski & Snowboard Club

Stewardship Officer

JHSC Mission: To inspire and develop student-athletes through innovative and accessible ski and snowboard programs that provide opportunities to pursue personal excellence in snowsports and life.

JHSC Values:

- FUN ● COMMITMENT ● TEAMWORK ● SPORTSMANSHIP ● COMPETITION

POSITION DESCRIPTION:

The Stewardship Officer (SO) is a wide ranging position that requires high energy, creative thinking, enthusiasm, and the ability to multitask. The SO is responsible for assisting with the primary development campaigns of the Club.

The position can be part-time or full-time. A full-time position would include full-time benefits. The SO reports directly to the Executive Director (ED), works closely with the Club's leadership team. This position is eligible for JHSC incentivized compensation structure.

DUTIES & RESPONSIBILITIES:

Essential functions include, but are not limited to the following:

Donor Development:

- Support all donor development to achieve budgeted development campaign goals. Annual development goals total ~\$1.2M.
- Assist with all administrative aspects of donor development including but not limited to:
 - Donor database management (Salesforce), donor research and identification, donor cultivation, and stewardship.
 - Generating and tracking of tax receipts, thank you notes, and other regular donor communication.
- Assist with the creation, review, production, and mailing of all development campaigns.
- Provide Executive Director (ED) and Board of Directors Development Committee with development updates, donor/gift updates and prospecting, call lists, etc. and regularly track progress of the development process.
- Foster engagement, collaboration, and a community of support among existing donors, new donors, and strategic partners.
- Manage website pages related to development.

Sponsorships:

- Maintain positive relations with primary partners, with regards to marketing efforts (ie. JHMR, Snow King, lodging partners)
- Assist with the JHSC clubwide, vehicle, and fundraising events sponsorships.

Events:

- Assist with the coordination & administration of JHSC fundraising events so that they contribute to JHSC development goals.

- JHSC fundraising events include, but are not limited to the following: 4th of July 10k (Jul), Wes Barron Scholarship Scramble (Sep), Annual Ski & Gear Swap (Oct), Black Tie, Blue Jeans Ski Ball (Dec), Margarita Cup Race Series (Feb), Moose Chase Nordic Ski Race (Feb), Jackson Hole Downhill (Mar).
- Assist with Jackson Hole Travel & Tourism sponsorships/grants applications and recap reports.
- Assist with event-specific opportunities for donor engagement and integrate into all marketing and communications
- Assist with event sponsorship in concert with the Events Coordinator.

Communications:

- Assist with press releases / media relations / advertising as needed

REQUIRED SKILLS

- Experience with donor relations required
- Knowledge of CRM systems, preferably Salesforce.com.
- Detail-oriented with strong analytical and organizational skills
- Excellent oral, written, and interpersonal communication skills
- Proficiency with Microsoft Office and Google platforms
- Ability to work effectively within a team
- Ability to manage individual workload and meet deadlines
- Significant event experience, event fundraising experience preferred
- Availability to work all set event dates
- Willingness to learn new systems when appropriate.
- Ability to work outdoors in varying weather conditions.
- Ability to lift 50 lbs.

STANDARDS

- While much of the work takes place Monday through Friday during regular office hours, evening and weekend work is also required.
- Position would be a mix of in person and remote time.
- Must be willing to work as both a leader and a team member with staff and board, and to seek and embrace diversity when working with donors, partner organizations, members, and public.
- Must maintain current US Ski & Snowboard Volunteer Membership, SafeSport and other appropriate professional credentials.
- Must maintain high personal and professional standards & relations at all times when representing JHSC.

APPLICATIONS SHOULD INCLUDE

- Cover Letter
- Current Resume
- List of 3 references

Position open until filled.

Email materials to ali@jhskiclub.org