



MOUNTAIN TRAILS FOUNDATION EXECUTIVE DIRECTOR JOB DESCRIPTION

ORGANIZATION

Established in 1992, Mountain Trails Foundation (MTF) is a member-supported, non-profit organization dedicated to building, maintaining and protecting trails for non-motorized recreation in the Park City area.

Creating and maintaining a seamless, year-round trail system is a monumental undertaking. Mountain Trails works closely with Park City Municipal (the City), Snyderville Basin Special Recreation District (Basin Rec), Deer Valley and Park City Mountain Resort. Work done by these organizations, along with efforts from open-space advocates such as Summit Land Conservancy, has created one of the most extensive, continuous trail systems in the nation.

MTF is a nationally recognized organization throughout the Outdoor Recreational industry and is considered the poster child of trail building and maintenance. Locally, MTF is one of the most influential, active and most loved non-profits in the Wasatch back.

OPPORTUNITY

The Executive Director (ED) for MTF is responsible for overseeing all aspects of the organization, being a leader for both the organization and the Trail User community. In this role, the ED will be working closely with its board of directors, government officials, other non-profit organizations, and the community. The ED will lead the organization into the future, further solidifying its role as the Trail Advocacy leader locally, regionally and nationally.



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RESPONSIBILITIES

- Vision:
 - Setting the future direction of MTF
 - Leading the strategic plan for that direction
 - Measuring year by year goals and accomplishments toward that vision

- Financial:
 - Working with treasurer, developing and creating the annual budget.
 - Review of financial statements monthly, and monitoring the fundraising income and monthly expenses, making recommendations to the board as necessary for any adjustments that may be needed.
 - Review of contracts to ensure that they meet the financial needs of Mt Trails and that the payments are on time.
 - Review equipment needs with staff and make recommendations to the board for approvals.
 - Work with administrative staff to understand the grant opportunities available and explore those opportunities.
 - Work with developers in the PC area to understand retail trail opportunities with public access.

- Administration:
 - Annual insurance policy requirements review
 - Vendor Contracts
 - Staff annual reviews
 - Meet regularly with staff



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RESPONSIBILITIES (Continued)

- Communications:
 - As the Face of Mountain Trails the ED is responsible for all communications and its content whether it be internal or external.
 - Ensure that all public service announcements represent the needs and mission of Mountain Trails.
 - Ensuring that Mountain Trails is maintaining its relationships with regional government representative, City Council, community leaders, donors and members of the community representing Mountain Trails in a professional, humble and respectful manner.

- Trail work/grooming:
 - Monitor and review the trail related work performed by the trail crew with the trails manager to ensure that work is completed to the highest standard and complies with any contractual obligations.
 - Monitor the winter grooming program and combined with public feedback ensure that the overall quality and safety standards are maintained.

- Events:
 - Ensure that the overall quality standards of the event are met, and the budgeted income is sustained.
 - Review events annually with staff and board to discuss viability and sustainability of each event.



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EXPERIENCE AND ATTRIBUTES

- Previous experience in a leadership role in the Outdoor Recreation industry
- Experience in managing public meetings, in public speaking and public opinions/editorials
- Strong aptitude for verbal and written communication, presentation and relationship development
- Experience leading, inspiring, and collaborating with a small and talented staff
- A proven track record for fund raising through grants, corporate sponsorships and individual contributions, and other revenue channels
- Passion for Mountain Trails and its mission

DESIRED QUALIFICATIONS

- Familiar with development, access, and management of public lands
- Understand the public process in trail building
- Connected and influential at the local, county and state levels
- Avid trail user and dripping with passion for the outdoors

References will be required upon request.

TO APPLY PLEASE SUBMIT A COVER NOTE OF INTEREST ALONG WITH A RESUME TO:
NewEDMTF@mountaintrails.org