



Chief Operating Director

SPLORE is celebrating 30 years of service to the community as a leader in adaptive recreation. Through activities such as camping, canoeing, skiing, rock-climbing, snowshoeing, and white-water rafting, SPLORE has provided outdoor recreational experiences to more than 26,000 special needs participants as well as family members, friends, volunteers, and students.

Responsibilities:

SPLORE is currently experiencing an exciting growth period. As the Chief Operating Director you will help meet SPLORE's vision and mission by working directly with the Executive Director, Development Director, and Program Director.

- Significantly contribute to the development & implementation of vision and direction
- Maintain sharp focus on business operations and program accountability
- Manage administrative, development, and program budgets
- Identify and cultivate resources necessary to grow earned income sectors
- Identify and cultivate relationships and collaboration with key stakeholders
- Monitor staff performance, provide feedback, and lead performance evaluations
- Measure and report results to community stakeholders and partners
- Seek advice, counsel, communication, and buy-in with all endeavors
- Seek and lead innovation within the philanthropic sector
- Share duties and responsibilities as needed within a small business team context

Qualifications:

- Experience managing the activities of a social service organization
- Experience fostering employee and intern success
- Demonstrated success managing staff and financial resources
- Track record of innovation related to starting new initiatives
- Demonstrated ability to mobilize community members and partners
- Demonstrated ability to multi-task at high level project management

Ideal candidate has experience with outdoor recreation programming and/or recreation therapy

Full time with benefits (health & dental, flex-time, holiday, vacation, and sick pay)

Please submit cover letter, resume, and one page writing sample to (email is acceptable):

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Executive Director
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<http://www.splore.org>