



## **JOB ANNOUNCEMENT: Executive Director**

### **Basic Duties**

The Executive Director of the Doe Mountain Recreation Authority (DMRA) acts as the DMRA's chief administrative officer and reports to the DMRA Board of Directors. Doe Mountain Recreation Area is located in Johnson County, northeast Tennessee. The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director's job duties and responsibilities will include, but not be limited to, the following:

### **Program Development & Administration**

- Perform professional administrative duties as required to implement long-range program strategies as guided by the DMRA Board of Directors, the Doe Mountain Management Plan, and future iterations of the Management Plan. Assure that program activities progress in a timely fashion and achieve the DMRA's mission *to transform Doe Mountain into a safe, fun, family-oriented, multi-use outdoor recreational destination that promotes local economic development while conserving and protecting its beauty, woods, water, and wildlife.*
- Provide leadership in developing annual program, operational, emergency, and financial plans with the Board of Directors and staff.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the fields of outdoor recreation, adventure tourism, and natural resources conservation.
- Oversee marketing, enforcement of DMRA rules and policies, user pass sales, and permitting.
- Maintain Police/Peace Officer Standards & Training (POST) Certification.
- Work with maintenance team to identify maintenance priorities on Doe Mountain to reduce safety hazards and conduct regular inspections of park boundaries.
- All other duties as assigned by the Board of Directors.

### **Budgeting & Finance**

- Research, identify, and pursue fundraising opportunities from public and private funding sources.
- Develop and maintain sound financial practices, including identifying funding sources to address maintenance needs (such as, but not limited to: operational budget, major maintenance budget, grants, donations, *etc.*).
- Assure that accounting procedures are compliant with State of Tennessee audit guidelines and procedures.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Jointly, with the president/chairman and secretary of the DMRA Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents as approved by the Board of Directors.

### **Communications, Marketing, & Outreach**

- Inform the DMRA Board of Directors about the condition of the DMRA's assets and all important factors influencing them.
- Publicize through traditional and social media outlets the DMRA's activities, programs, and goals.

- Establish sound working relationships and cooperative arrangements with community groups and organizations, and DMRA neighbors.
- Seek mutually beneficial partnerships with all user groups wishing to experience Doe Mountain; advocate for a multi-use culture on Doe Mountain's roads and trails.
- Effectively represent DMRA programs and goals to legislators, funding and regulatory agencies, organizations, and the general public via oral and written means.

**Staff Management (dependent upon future funding for additional positions):**

- Supervise the recruitment, employment, discipline, and release of all personnel, including paid staff and volunteers.
- Develop job descriptions, conduct regular performance evaluations, and ensure that sound human resource practices are in place.
- Maintain a climate that attracts, keeps, and motivates a diverse paid and volunteer staff of top-quality people.

**Qualifications/Education/Experience:**

**Required**

- Bachelor's degree plus five years' experience in a supervisory capacity in this or a related field, and/or equivalent combination of education and experience.
- Be at least 21 years of age and possess a valid driver's license.
- Proven success with grant writing and public/private fundraising accomplishments.
- Strong leadership skills, good judgment, and demonstrated ability to work effectively and tactfully with a wide range of people and personalities to foster collaborative partnerships.
- Excellent verbal and written communication skills and experience in public speaking.
- Proficient in computer applications, including word processing, PowerPoint, and spreadsheets.
- POST certification.
- Pass a physical examination administered by a licensed physician that is consistent with ADA guidelines and relates to the essential functions of the position.
- Complete a criminal history disclosure form in a manner approved by the DMRA Board of Directors that releases all records related to the applicant's criminal history; applicant must have no conviction for a felony or have been discharged from public service under any other than honorable conditions.

**Preferred**

- Management/supervisory experience.
- Knowledge of trail design, construction, and maintenance principles.
- Knowledge of Southern Appalachian ecosystems and hydrology.
- GPS and GIS skills.
- Experience with the operation and maintenance of off-highway / all-terrain vehicles.

**Status:** Full-time, year-round, contract employee, with a 90-day probationary period: continued employment dependent upon performance review during probationary period. This position is funded for three years; continued employment after three years will be dependent upon the Executive Director's ability to raise AND MAINTAIN funds to achieve the DMRA's financial self-sufficiency.

**Compensation:** Commensurate with experience but will be based on a monthly salary plus negotiated expenses.

**How to Apply:** To apply for the DMRA Executive Director position, submit resume and cover letter by email, as one document, to Gabrielle Lynch, DMRA Secretary, glynch@tnc.org. All applications must be submitted electronically by 11:59 p.m. Eastern Time on Friday, July 16, 2021. Late submissions and/or hard copy submissions will not be considered.