

**Columbus Outdoor Pursuits**  
**Executive Director**  
**Description of Services**

**Employee Title:** Executive Director

**CONTRACT AGREEMENT**

This is a full-time position for Columbus Outdoor Pursuits (COP) and is willing to provide services as requested by the Board and to serve as a public representative of COP. COP will pay required employer taxes, unemployment compensation, and maintain Workers' Compensation. The employee shall be bondable. A contract providing compensation and length of the contract term will be signed by the COP and the employee.

This position does not provide health insurance.

**ESSENTIAL SERVICES AND RESPONSIBILITIES** requested by the Board include, but are not limited to, all the following. Other services may be requested by the Board.

*Major Responsibilities:*

- Serve as the Event Director for COP's major annual events (GOBA, TOSRV, XOBA, and CFC).
- Supervise COP employees, contractors, volunteers and interns.
- Actively recruit volunteers for COP activities.

*Communications:*

- Respond to phone and email inquiries concerning COP
- Respond to media inquiries about COP
- Respond to all correspondence and keep the Board informed of key communications received.

*Meetings:*

- Attend and be prepared for COP Board meetings with an Executive Director's Report and, with the assistance of the Treasurer, the regular financial report; and, with the Secretary and President, the minutes of the previous regular Board meeting.
- Attend meetings when COP issues arise. Prepare and provide testimony as needed.
- Attend meetings of major event committees.

*Finances & Fund Raising:*

- Develop and manage fund raising program and keep donor list updated including past donors who made significant contributions; newsletter, special mailings, etc.
- Oversee COP finances including income and expenses.
- Work with the Treasurer to present a regular written report for the Board on all income and expenses.
- Work with the Treasurer and President (and Activity Chairs, as appropriate) to prepare a general annual budget for Board approval.
- Supervise bookkeeper, ensure bank statements are reconciled, and keep the financial books up to date.
- Prepare invoices and pay all bills in a timely manner.
- Prepare documentation for IRS Form 990 and annual audit; review with accountant and share with Board annually.
- Coordinate with the Treasurer to respond to IRS and other governmental agency requests.
- Propose to the Board and pursue various fundraising activities to enhance COP income.
- Manage the sale of items from through the website store.

*Publications:*

- Coordinate the production and distribution of COP publications including the Annual Appeal letter, COP Annual Report, TOSRV Annual Report, newsletters, brochures, etc.
- Ensure all electronic and social media of COP (COP, GOBA, TOSRV websites, Facebook pages, and other social media accounts) are routinely updated.

*Other/Miscellaneous:*

- Attend key events as requested by the Board.
- Serve on commissions, committees and workgroups as requested by the Board.
- Attend training courses as needed and as approved by the COP Board

**SUPERVISORY RESPONSIBILITIES**

Supervise and coordinate the work of other employees, contractors, volunteers and interns hired or retained by COP.

**QUALIFICATIONS**

To be successful, an individual must be able to perform each essential services satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to the services to enable individuals with disabilities to perform the essential functions.

**CERTIFICATES, LICENSES, REGISTRATIONS, EDUCATION**

The coordinator shall minimally have an undergraduate degree and it is preferred that the employee has experience working with volunteer and/or non-profit organizations in some leadership capacity. It is highly preferred that the Executive Director have experience in nonprofit management.

**LANGUAGE SKILLS**

- Ability to communicate effectively and expertly and to maintain effective working relationships with the Board of Directors, contractors, leaders of other non-profit organizations, volunteer groups, state, city, county, township and park district officials, other elected and appointed officials as well as others who interact with the COP.
- Ability to command the respect of those individuals with his/her words and presentation skills.
- Ability to speak clearly and concisely in written and oral communication.
- Ability to read, analyze and interpret reports and documents received.
- Ability to respond to common inquiries or complaints from any stakeholder involving the COP and to members of the public.
- Ability to write speeches and articles for publication that conform to prescribed style and format that best represents the COP Board.
- Ability to effectively communicate information concerning the COP Board.

**OTHER SKILLS AND ABILITIES**

- Ability to plan and implement the strategic plan of COP.
- Knowledge of effective fundraising strategies and ability to properly raise funds for COP operations.
- Ability to use current technology for communication and record keeping: computer, copier, and telephone. Ability to travel and to drive a car as needed to represent COP at meetings and events.
- Be familiar with COP By-Laws.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by someone to successfully perform the essential functions of this contract. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential services. It is preferred that the Executive Director be an outdoor enthusiast and able to participate in COP activities.

While performing, the services requested, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The individual may have to lift and/or move up to 10 pounds and sometimes lift and/or move up to 50 pounds. Some local and regional travel is required and the employee shall be able to drive his/her own car. Reimbursement for travel is paid by COP at the IRS rate.

## **WORK ENVIRONMENT**

The employee shall have an office/work space at the COP office and keep regular hours unless on authorized COP business.