

Copper Harbor Trails Club Executive Director Copper Harbor, MI



The mission of the Copper Harbor Trails Club (CHTC) is to advocate for, develop, and maintain trails and land for human-powered activities in and connecting to Copper Harbor. Our organization manages a growing network of 50+ miles of non-motorized trails that are widely regarded as one of the top mountain biking destinations in the nation. Trail development has taken place in Copper Harbor for over 30 years. We look forward to identifying our next Executive Director to continue our work into the future.

The Executive Director is the key management leader of CHTC. In this role, the Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include grant writing, fundraising, marketing, event management, and community outreach. The position reports directly to the Board of Directors.

Learn more about our organization at www.copperharbortrails.org

Essential Duties and Responsibilities

- Serve as the face of the organization in a wide variety of public settings. Positively engage with and energize CHTC Board members, volunteers, donors, community followers, and supporting organizations.
- Partner with community leaders both locally and across the Midwest to advocate for sustainable outdoor recreation, secure funding for trails, and form coalitions to enhance CHTC's mission.
- Collaborate with the Board of Directors to set annual budgets and ensure the organization is fiscally sound.
- Oversee organization Board and committee meetings.
- Fundraise from a wide variety of sources to fulfill the organization's mission. Fundraising activities critical to our success include grant writing, events, foundation support, annual membership & donation solicitation, major donor curation, business sponsorships, and more.
- Continue to expand CHTC's endowment for long-term maintenance and operations.
- Maintain positive working relationships with current landowners and secure access to additional lands as needed for trail growth and viability. Negotiate land use agreements, trail easements, leases, and/or land purchases to protect trail assets in perpetuity and reduce liability.
- Manage third-party contractors during trail construction and maintenance projects on private and public lands. Ensure permits are obtained and all other requirements are met.
- Oversee the planning and execution of CHTC events throughout the year. Signature events include the Copper Harbor Trails Fest, men's and women's clinics, races, and other initiatives that raise funds and build community support for trails throughout the Keweenaw.
- Foster organizational progress through the identification and hiring of key staff positions, Board development, management of subcommittees, and fulfillment of CHTC's Strategic and Master Plans.
- Administer the day-to-day operations of CHTC: *Other duties as assigned and required.*

Required Qualifications:

- Transparent, passionate, positive, and high-integrity leadership
- Strong organizational abilities, including planning, delegating, program development, and task facilitation.
- Ability to independently set priorities on both short and long-term tasks and initiatives
- Strong collaboration skills with a diverse range of stakeholders, volunteers, and Board members
- Excellent written and communication skills, including public speaking
- Demonstrated ability to oversee and collaborate with staff, often remotely
- Action-oriented, entrepreneurial, adaptable, and innovative approach to management
- Competency with personal computers and the ability to use common office applications, both on and offline (including Google Suite)
- Quick learner with the ability to apply skills in unique, unexpected situations
- Physically lift 40+ pounds and occasionally work on your feet for long periods of time

Desired Qualifications:

- Bachelor's degree or higher in a related field
- Three or more years of nonprofit management experience
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making, and reporting
- Experience with grant writing and knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and special interest groups
- Past success working with a Board of Directors with the ability to cultivate existing Board member relationships
- Familiarity with trails and trail culture, particularly mountain biking trails
- Experience with negotiating land use agreements with private landowners and/or public entities
- Track record leading initiatives to success on a local or regional level
- Advocacy experience with municipal leaders, elected officials, and resource managers
- Development of operational strategies that have taken an organization to the next stage of growth

Location

Although the majority of the Executive Director's work can be completed remotely, frequent in-person visits to Copper Harbor and the surrounding area are required throughout the year. This includes evening meetings up to several times a week and several weekend-long events. A successful candidate will need to live within "the Keweenaw," a roughly 1-hour drive from Copper Harbor, MI.

Competitive compensation (\$55,000 - \$65,000) commensurate with experience and qualifications. Anticipated start date is TBD with a target for early 2025.

Email cover letter, resume, and a list of three professional references to: adam@copperharbortrails.org

Deadline to apply is December 6, 2024. Our targeted start date is mid to late-winter 2025 (TBD)