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|  | Position Title: Interim Executive Director |
| | Location: Remote in Colorado |
| | Reports to: Board of Directors |
| | FLSA: Exempt |
| | Position open until filled |

ABOUT PARADOX SPORTS

Paradox Sports transforms lives and communities through adaptive climbing opportunities that defy convention. We envision a world with access to adaptive opportunities, which empowers individuals, builds communities, and honors the fact that ability does not stop opportunity.

We aim to improve access to adaptive climbing opportunities for all skill levels by delivering rock and ice climbing trips nationally, training organizations in best practices, establishing sustainable local adaptive climbing programs, and supporting adaptive athletes in competitive and leadership opportunities.

POSITION SUMMARY

Paradox Sports seeks an Interim Executive Director to oversee all aspects of operations including programming, finance and administration, fundraising and establishing and maintaining strong relationships with our community and key stakeholders.

The Interim Executive Director will lead a core team of 3 full-time, Front Range-based staff (Development & Communications Manager; National Program Manager; Operations & Program Manager) and will be supported by a highly engaged Board of Directors composed of passionate individuals dispersed across Colorado and California.

RESPONSIBILITIES

Leadership and Management

- Responsible for the execution of short-term operational goals, objectives, and initiatives.
- Monitor implementation of strategic plan, ensure compliance with established goals and lay the groundwork for a seamless transition to the permanent Executive Director.
- Oversee the performance and effectiveness of day-to-day operations.
- Ensure ongoing programmatic excellence and program evaluation.
- Provide direction, motivation, and oversight of all staff, event managers, volunteers and ambassadors.
- Serve as the face and central contact of the organization with commitment to and passion for Paradox Sports' mission and vision.

Financial Management

- Work with the outside accountant and Operations Manager to provide timely and accurate financial reporting, analysis of performance, and develop solutions to financial challenges.

- Oversee timely completion of monthly general ledger management and accounting close, e.g., accruals, deferred revenue, sub-ledger reconciliation, and other monthly closing procedures.
- Oversee the Accounting, Accounts Payable, and Gift Processing functions to ensure best practice and compliance with all applicable legal and regulatory standards.
- Ensure proper and adequate liability coverage is maintained.

Fundraising and Communications

- Lead fundraising activities, including the cultivation and solicitation of gifts from individuals, corporations, foundations and others.
- Identify, solicit, and steward corporate and foundation donors, partners, and sponsors; while overseeing grant writing and management.
- Oversee marketing activities to ensure consistent messaging and branding in all print and online communications.
- Steward current partnerships and build new relationships with key partner organizations, corporations, community leaders, and constituents in the adaptive sport and disabled community.
- Represent Paradox Sports in activities as an organizational ambassador to enhance the visibility and reputation of the organization, including industry events, with membership organizations, advisory groups, and business and community leaders.

SKILLS AND QUALIFICATIONS

- Thorough understanding of business operations and finance, and a broad experience with fundraising or strategic partnership management.
- Strong marketing and communication skills with experience in engaging a wide range of stakeholders including the outdoor and/or adaptive community.
- Strong personnel management with experience in coaching staff, and managing and developing teams.
- Demonstrated experience executing strategic plans, including annual goal implementation and performance tracking.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Ability to climb, or willingness to learn to climb.

EDUCATION AND EXPERIENCE

- 3-years plus as an Executive Director or equivalent non-profit leadership experience.
- Experience working within the outdoor industry; and climbing experience is beneficial.
- Deep connections with adaptive sports, veteran programming, and/or the disabled community.

LOCATION AND PHYSICAL REQUIREMENTS

- Work remotely in Colorado, with up to 20% travel.
- Ability to work at a desk and on a computer for most of the day. The role is primarily computer-based. Must be able to remain in a stationary position 90% of the time.

COMPENSATION AND BENEFITS

- This is a full-time, interim position, for at least 6 months.
- Salary range is equivalent to \$80,000-\$120,000 per year.
- Interim Executive Director may enter the application process for the permanent Executive Director position, if interested.

Please send CV/Resume and Cover Letter to boardchair@paradoxsports.org

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.