

	Position Title: Executive Director (Full-time position)
	Location: Remote in Colorado
	Reports to: Board of Directors
	FLSA: Exempt
	Applications accepted until December 9, 2024.

ABOUT PARADOX SPORTS

Paradox Sports is dedicated to providing adaptive climbing opportunities for individuals with disabilities. We believe in the power of climbing to transform lives by fostering community, confidence, and physical health. With a small but passionate team, we strive to create inclusive and innovative climbing programs that challenge and inspire.

Paradox Sports is at an exciting inflection point. Since its founding and partially through its efforts the adaptive climbing community has grown significantly in terms of things like acceptance at climbing gyms, high-level competitions and many new organizations that are driving participation and/or hosting festivals to promote participation in the community.

Position Overview: Paradox Sports is seeking a full-time Executive Director to refine and execute a strategic plan that enables the organization to capitalize on this inflection point and lead through the next evolution in the adaptive climbing landscape. More specifically, the Executive Director will be the key management leader of our adaptive climbing non-profit. This position is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Key Responsibilities:

1. Leadership and Management:
 - Provide visionary and strategic leadership to the organization. Execute and refine the 1, 3, and 5 year strategic plans for the organization.
 - Oversee the daily operations of the nonprofit, ensuring efficient and effective management of resources.
 - Foster a positive, inclusive, and collaborative organizational culture.
 - Ensure ongoing programmatic excellence and program evaluation.
 - Provide direction, motivation, and oversight of all staff, volunteers, and ambassadors.

- Serve as the face and central contact of the organization with commitment to and passion for Paradox Sports' mission and vision.
2. Fundraising and Communications
- Develop and execute a comprehensive fundraising strategy to secure diverse funding streams, including grants, donations, and sponsorships.
 - Execute as our lead fundraiser through activities such as 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.
3. Financial Management:
- Oversee financial management, including budgeting, reporting, and ensuring the financial health and sustainability of the organization.
 - 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.
 - Review and coordinate critical organizational risk management items such as insurance coverage.
4. Program Development and Implementation:
- Lead the development and implementation of progressive and impactful adaptive climbing programs.
 - Ensure programs are inclusive, accessible, and meet the needs of the community served.
 - Evaluate program effectiveness and make improvements as necessary.
5. Community Engagement and Outreach:
- Act as the primary spokesperson for the organization, representing its mission and values to the public, stakeholders, and media.
 - Build and maintain strong relationships with community partners, climbing gyms, and other relevant organizations.
 - Increase the organization's visibility and presence within the community.

6. Board Administration and Support:
 - Work closely with the Board of Directors to develop and implement the organization's strategic plan.
 - Provide the Board with regular updates on the organization's progress, financial status, and other key metrics.
 - Assist in the recruitment and development of board members.

Your background likely includes:

- Bachelor's degree in nonprofit management, business administration, or a related field (Master's preferred).
- Proven experience (at least 3 years) in a leadership role within a nonprofit organization, preferably within the adaptive sports or outdoor recreation sectors.
- Demonstrated success in fundraising, including grant writing, individual giving, and corporate sponsorships.
- Strong financial acumen and experience managing budgets and financial operations.
- Excellent interpersonal, communication, public speaking skills, and working with diverse populations.
- Passion for adaptive sports and a commitment to promoting inclusivity and accessibility.
- Experience in program development and evaluation.
- Ability to work independently and as part of a team in a small, dynamic environment.
- Deep connections with adaptive sports, veteran programming, and/or the disabled community.

Ideally, you'd also have some or all of the following qualifications or characteristics:

- Are an avid climber and/or have run outdoor programming that has a climbing component.
- Ability to climb, or willingness to learn to climb.
- Are a member of the adaptive 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

- Salary range is \$80,000-\$120,000 per year.
- Competitive health, PTO, and other benefits.

How to Apply: Interested candidates should submit a resume and cover letter to boardchair@paradoxsports.org by December 9, 2024.

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.

Equal Opportunity Employer

Paradox Sports is an equal-opportunity employer. We are committed to a work environment in which all individuals are treated with respect and integrity, free from all forms of unlawful discrimination. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Paradox provides equal employment and advancement opportunities to all individuals and does not discriminate against any person based on that person's disability, race, color, creed, religion, gender, national origin, age, sexual orientation, or any other characteristic protected by law. This policy applies to all terms and conditions of employment including, but not limited to, employment, advancement, assignment, and training.