

DiscNW Ultimate in the Northwest (<https://www.discnw.org>)

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DiscNW – Executive Director Job Description

The Northwest Ultimate Association (DiscNW) is a growing and dynamic 501(c)(3) nonprofit organization based in Seattle. We organize ultimate frisbee leagues, tournaments, camps, and clinics throughout the year for youth and adult players. The mission of DiscNW is to serve our vibrant community as a regional resource, promote the sport of Ultimate, and instill the spirit of sportsmanship at all levels of play.

The Executive Director (ED) is the key link from staff to the Board of Directors and is responsible for the financial and operational success of all DiscNW programs. The ED organizes ultimate programs in the Seattle metro area and manages three full-time staff members, two part-time contractors, and dozens of volunteers. DiscNW recently finished a [strategic plan \(/about/StrategicPlan2016.html\)](/about/StrategicPlan2016.html) to help guide the organization from 2017-2019. The new ED will carry out our plan of “Strengthening Our Community” by building community relationships, improving upon and delivering excellent programs, and devoting resources to organizational resilience.

This job is full-time, exempt employment with flexible working arrangements. Candidates must reside in the Seattle area. Evening and weekend work are required. DiscNW is seeking a leader who is independent, quick-learning, and motivated to sustain and grow the organization and the sport of Ultimate.

Professional Qualifications

- Prior non-profit or executive management experience
- Cooperative, highly responsible, and trustworthy
- Passion for Ultimate and/or sport in general
- Determined work ethic, excellence in organizational operations
- Inspirational leadership qualities and positive attitude
- Knowledge of non-profit finance and fundraising strategies
- Excellent written and oral communication skills
- Ability to convey a vision of DiscNW's strategic future to staff, board, and community

Primary Duties and Responsibilities

Operations - Drive DiscNW's mission and strategic plan

- Effectively execute high profile events and programs
- Ensure gender equity and accessibility
- Direct industry standard youth programming
- Grow and maintain relationships with vendors
- Maintain non-profit compliance
- Administer best practice policies and procedures
- Facilitate strong involvement and relationships with Board of Directors

Finance - Responsibly manage DiscNW's fiscal resources

- Forecast and create budgets and cash flow
- Allocate financial resources, monitor accounts
- Steward scholarship programs
- Operate with transparency to community and board of directors
- Balance and finalize year end financials

HumanResources - Lead DiscNW staff and volunteers

- Manage division of responsibilities to effectively run the organization
- Mentor and grow staff and volunteers
- Conduct staff evaluations with community input
- Mitigate risk and exposure of individuals associated with DiscNW
- Document and oversee coach/volunteer programming and training

OutreachandDevelopment - Build relationships and best practices within our community

- Create and manage Ultimate resources for new teams and players
- Build DiscNW relationships with stakeholders and community partners
- Evangelize the DiscNW mission and goals
- Promote regional development

- Represent DiscNW to other organizations
- Expand fundraising capabilities and grow DiscNW's donor base

Compensation

- Salary commensurate with experience and qualifications
- Paid time off
- Eligible for reimbursements for health and dental insurance

Application Process

- Send cover letter and resume to jobs@discnw.org (<mailto:jobs@discnw.org>)
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Mission Statement

"Serve as a regional resource, promoting growth in the sport of Ultimate and instilling the spirit of sportsmanship at all levels of play."

Contact Us

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