



**REQUEST FOR PROPOSAL
EXECUTIVE DIRECTOR/MARKETING DIRECTOR**

Ski Oregon wishes to retain the services of an individual or firm with expertise in association management services, corporate sponsorships and winter sports marketing.

Please send resumes to:
Kathleen O'Connor McNew, CMP
Vice President, Ski Oregon
PO Box 6945
Portland OR 97228
osia@skioregon.org

The individual or firm will be located within one hours' driving distance of Portland, Oregon. This is a part time contract position paying \$30,000 - \$34,000 per year plus potential for doubling the salary through commission. Bachelor's Degree preferred with some background in the winter sports industry. Some travel required.

Job Description

Ski Oregon welcomes you to become part of the Oregon ski and snowboard industry. As Executive Director / Marketing Director, you will manage and administer the affairs of Ski Oregon consistent with the goals and objectives of its Board of Directors, Ski Oregon Articles of Incorporation and Bylaws, using as a guide the organizations Mission Statement and Goals. You will also have a significant effect on the growth and direction of the organization.

The following are some of the requirements of the position:

1. Bachelor's degree preferred.
2. Passionate about skiing and snowboarding.
3. Sales / Business Development experience preferred.
4. Will take the initiative to meet Ski Oregon business objectives with little supervision
5. A strong public speaker and communicator

The following are some of the responsibilities of the position:

1. Act as point person for all members and non members requests
2. Develop and execute a marketing plan for the organization
3. Solicit sponsors for Ski Oregon (commissioned)
4. Recruit new members to Ski Oregon (commissioned)
5. Help organize, plan and communicate the boards meetings as well as the annual meeting and retreat.
6. Oversee the management of the website with Travel Oregon and the direction of the Board.
7. Write press releases on a monthly basis
8. Assist the Ski Oregon Board of Directors on committee responsibilities when necessary
9. Manage the renewal / collection process for new and existing members
10. Assist the Board in preparing a draft of the annual budget