

Bart Adaptive Sports Center

Finance & Operations Manager – Position Profile

Location: Southern Vermont (Bromley, Stratton, The Hermitage Club)

Overview / Opportunity

Founded in 2002, the Bart Adaptive Sports Center provides nearly 600 lessons in year-round adaptive sports to children, adults, and veterans with disabilities at three mountains – Bromley, Stratton, and The Hermitage Club – and surrounding areas in Southern Vermont. Driven by a dedicated three-person staff and 80 volunteers, our mission is to provide people with disabilities and their families the opportunity to enjoy outdoor sports, with a focus on skiing and snowboarding. We seek to inspire the athlete inside everyone embodied in our founding principle:

The only limits that anyone has are the limits they set themselves.

We are seeking an ambitious, detail-oriented individual to manage the finance and operations functions of our growing organization. The ideal candidate will partner with the Program Director to maintain and scale our business support operations as we bring our mission to more athletes and expand our strong positions at three mountains. We have a proud 20-year history at Bromley and seek to develop a sizeable growth opportunity at Stratton.

Skills / Qualifications

- Experience managing the operations of a small, but growing business; nonprofit experience preferred, but not required
- Empathy, willingness to help others
- Highly organized and detailed-oriented
- Strong communication skills
- Comfort with technology and experience with or a willingness to learn software such as Microsoft Office, Constant Contact, Quickbooks, Little Green Light, and other specialized applications
- Bookkeeping experience
- Bachelor's degree preferred

Overview of Responsibilities

Administrative

- Partner with Program Director on day-to-day administrative/operational management, including lesson and volunteer scheduling and on-boarding new athletes
- Collaborate with Program Director and Board on development efforts, including events, fundraising programs, and donor data management
- Shared supervision and utilization of two staff (Program Manager, Program Coordinator)

Financial

- Responsible for all facets of financial management, including payment processing for lessons and donations, expense payment, and cash management
- Responsible for bookkeeping and reporting of organization's finances through Quickbooks; provide periodic financial reports to Board
- Work with Program Director and Board on annual budget and long-term financial forecasts
- Collaborate with accountant in preparation of tax filings
- Develop effective financial controls and operating processes

Communications & Technology

- Overall responsibility for organization's technology resources, including databases, scheduling software, and other applications

- Coordinate management of all internal and external communications, including marketing and development
- Manage database of lessons, athletes, volunteers, donors, and other relevant metrics
- Responsibility and supervision of website maintenance and social media presence

Compensation / Benefits

Compensation

- \$40,000-55,000 annual salary
- Full time position
- Reporting to Program Director

Benefits

- Two weeks paid vacation
- Seven paid holidays per year
- Healthcare insurance stipend
- Lift passes at Bromley and Stratton Mountains
- Discounts in Bromley Ski Shop and Cafeteria
- Opportunity to ski/snowboard at other mountains at low or no cost

Additional Information

- bartadaptive.org
- Facebook
- Instagram
- LinkedIn

Please submit a resume and cover letter to board@bartadaptive.org.

Bart Adaptive Sports Center is an equal opportunity employer. Personnel and candidates are evaluated without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.