



**Recreational Authority Development Director
Mountaineer Trail Network Recreation Authority**

Employment: full-time (30 – 40 hours per week with full benefits)

MTNRA seeks an individual who can fulfill a project manager role and can guide the Authority through the final stages of a successful launch. In the interest of finding the best fit for the organization MTNRA is open to considering a working arrangement that best fits both parties, MTNRA and the employee.

Position Summary

The Mountaineer Trail Network Recreation Authority (MTNRA) is an economic development authority created by the WV Legislature in 2019 with a mission to oversee the creation, launch, and operation of the Mountaineer Trail Network (MTN) – a collection of tourism-focused trail destinations in WV for bikers, boaters, and pedestrians (see www.MountaineerTrailNetwork.com). MTNRA is currently authorized to operate in a 16-county region across northern WV (Barbour, Doddridge, Grant, Harrison, Lewis, Marion, Mineral, Monongalia, Preston, Randolph, Ritchie, Taylor, Tucker, Upshur, Wood, and Pocahontas).

MTNRA is seeking to hire a Recreational Authority Development Director to manage the day-to-day administrative and executive operations of the MTNRA, complete deliverables for several ongoing grant-funded projects, and fulfill its mission, per the state statute. The Recreational Authority Development Director reports to the President of the Board of Directors and the Executive Committee, meeting regularly to ensure the mission is fulfilled through program evaluation, strategic planning, and financially sustainable operations.

The Recreational Authority Development Director position is currently funded for one year (January 2025-December 2025). MTN is concurrently seeking multiple funding sources for future organizational and staffing needs.

The Recreational Authority Development Director will need to demonstrate leadership, organizational, and project management skills, time management, organizational communication, and the ability to manage unexpected problems and setbacks. Successful respondents will be able to demonstrate an ability to work independently.

Proposals should outline how you can ably manage the following:

Project Management

- The Recreational Authority Development Director will coordinate with contractors, partners, board members, and additional MTNRA staff to complete grant deliverables and reporting.
- Communicate with local trail groups/associations, non-profits, land trusts, and public and private landowners to facilitate the launch and growth of the MTN.
- Communicate with economic development and tourism partners to increase MTN's economic impact.
- Manage completion of outstanding grant deliverables including placement of trail counters, gathering and analysis of trail use data, and completion of signage installation projects.
- Support MTNRA partners (Friends of Cheat, VMCCVB) and Board with the implementation of Hub Enhancement projects, development of the website and branded advertising materials, and on-site events to launch the Network

Administration/Executive

- The Recreational Authority Development Director is the business manager, responsible for daily operations which include but aren't limited to – banking, insurance, taxes, permits, leases, etc.
- Work with MTN treasurer to execute and manage banking, insurance, accounting, tax reporting, finances, grant fulfillment, and general administrative items.
- Work with the Board of Directors to plan and operate an annual budget.
- Establish and sustain relationships with various organizations to strategically enhance the MTNRA mission and its financial sustainability.
- Establish organizational document management and administrative policies and procedures for all functions and day-to-day operations of the MTNRA.
- Procure, review, approve, and manage contracts for services.
- Manage organizational communication with MTNRA partners, landowners, local trail groups, counties, and board members.
- The Recreational Authority Development Director is the MTNRA's public face and maintains consistent interaction with organizational partners, the public, and community leaders. This *excludes* advocacy at the Federal, State, and local levels.

Board Governance

- The Recreational Authority Development Director will act under the direction and governance of the MTNRA Board.

- Communicate effectively with the Board, and support the Executive Board in preparation and during Board meetings.
- Provide all information necessary for the Board to function properly and to make informed decisions.
- Work with the MTNRA Board of Directors to maintain an effective board structure and committee structure.

Preferred Qualifications

- Minimum 3 or more years of experience working in the non-profit sector and managing boards. Applicants with comparable experience in the for-profit sector and/or those that come from entrepreneurial backgrounds are encouraged to apply.
- Excellent organizational and communication skills, both written and verbal, are essential.
- Bachelor's degree or equivalent experience.
- Integrity, positive attitude, and leadership.
- Passion for and interest in trails, outdoor recreation, and conservation or a passion for community development and outdoor placemaking.
- Experience with government-funded projects and grant implementation.
- Fundraising experience including evaluation and prioritization of strategies.
- Ability to collaborate with and motivate Board members and other volunteers.
- Ability to interface and engage diverse volunteer and donor groups.
- Organizational abilities, including planning, delegating, program development, and task facilitation.
 - Experience with trail organizations, outdoor recreation, and tourism sector business/industry is preferred.
- Knowledge of trail systems and navigable rivers within the 16-county MTN footprint is preferred.

- Proficient in Microsoft Suite (Word, Excel, PowerPoint), Adobe Acrobat Professional, and Google Suite applications.

Term & Requirements

- 12-month position with the ability to extend the term as sustainable organizational funding is secured.
- Travel across the MTN region may be required. Board-approved travel will be reimbursed at the current Federal mileage rate.
- Must be able to work occasional evenings and weekends.

Compensation

Hourly equivalent starts at \$40,000 annually plus full benefits. Compensation may be negotiable based on qualifications and experience. The Recreational Authority Development Director will be compensated on a biweekly payroll cycle.

Application Due Date

Applicants should email Chris Swarr, MTNRA President & Interim Executive Director, chris.swarr@mountaineertrailnetwork.com. Applications will be received and reviewed on a rolling basis.

Interested applicants should submit:

- Cover Letter
- Resume
- Client or Professional References