



IOGA Executive Director Job Search Description

The Idaho Outfitters and Guides Association was founded in 1954 and is the only statewide non-profit business trade organization representing the Idaho outfitting and guiding industry with a focus on government affairs and group marketing—the membership’s top priorities.

The Idaho industry is multi-faceted and offers diverse seasonal outdoor recreation opportunities to those who seek a guided experience whether it is land or water based (boating, hunting, fishing, trail rides and summer pack trips, winter activities, guest ranches, etc). This diversity identifies IOGA as an umbrella organization whose membership is largely small, family run businesses tied to Idaho’s rural economy.

IOGA’s organizational strength and challenges are directly related to its diverse membership who is ultimately a collection of incredible people from all over the state who have made their careers the act of taking people on life changing adventures into the wild places we are so lucky to call home here in the great state of Idaho.

IOGA is seeking an Executive Director to lead our organization into the next 60 years. Leadership, organizational and communications skills are paramount along with an appreciation for the diverse outdoor recreation opportunities provided by Idaho’s outfitters and guides.

Position:

This is a full time permanent position.

Reporting:

The executive director reports to the Board of Directors of IOGA. Single point management responsibility is to the President of IOGA. The transition period of the first twelve months will include significant training and mentorship with the current IOGA staff to learn the responsibilities of the job. Within the first year the position will be subject to reviews at six and twelve months to determine if specific measurable goals have been met.

Compensation:

Position starts at \$45,000; Potential health care insurance stipend (TBD); Potential for Individual Retirement Account (IRA) match (TBD)

Benefits:

Job is full time with flexible work hours and includes 8 weeks of paid vacation. A travel reimbursement account used for work related travel is budgeted. Representing Idaho’s outfitting and guiding industry can include some very incredible “work related travel”

around the state.

Terms and Condition of employment:

This is an “at will” position and may be terminated at any time with 2 weeks written notification by either party. It is expected that a successful candidate will have a long and prosperous future with the IOGA.

Responsibilities

General Responsibilities

- Ambassador for IOGA to membership, state and federal agencies and partners.
- Annual meeting planning, coordination, promotion, implementation and evaluation.
- Membership development.
- Day-to-day management of IOGA as an organization.
- Coordination and communication of IOGA board of director activities and meetings.
- Provide consistent communication with the membership, agencies and partners through e-bulletins and other social media.
- Manage permanent and temporary staff.

Membership Development Responsibilities

- Present and implement a membership recruitment and retention strategy to the IOGA board of directors.
- Organize and execute professional development opportunities for the membership.
- Create a strategy to reinforce the connection between the outfitting community and IOGA, ultimately increasing membership numbers and loyalty/involvement with the organization.

Governmental Affairs Responsibilities

- Job shadow IOGA Government Affairs Liaison for initial 6 to 12 months and assume the following responsibilities within 12 months:

Monitor state and federal agencies and legislatures with a focus of maintaining reasonable and minimal regulation.

- Coordination and communication with IOGA lobbyist on critical issues.
- Coordination and communication with respective state and federal agencies and associations.

- Attend (and/or monitor), participate, and represent IOGA at various agency meetings such as the Idaho Outfitters and Guides Licensing Board, Idaho Fish and Game Commission, BLM and USFS. It is expected that the ED will also attend annual IOGA Chapter functions/meetings.
- Develop, coordinate and implement actions plans for critical issues with IOGA Board of Director and membership support.
- Provide issue updates to membership and others utilizing e-bulletins or other communication tools.

IOGA Marketing

- Build relationship with the Idaho Travel Council.
- Evolve and expand IOGA's various marketing brands to maximize benefit to members.
- Manage all of the brands web pages, social media feeds and newsletters.

Revenue Generation Responsibilities

- Plan, promote, coordinate, implement and evaluate special events such as live and silent auction fundraisers along with other fundraising strategies.
- Present a vision to the board with strategies to create revenue for the IOGA.
- Ensure all current grants are managed and pursue new grant opportunities.

The ideal candidate will have the following:

Possess the capacity for diplomatic negotiation with groups who possess diverse desires and motivations and work with individuals and agencies who have divergent beliefs to come to productive outcomes.

- 4 year college degree in business, marketing, communications, political science or equivalent.
- Excellent written and oral communication skills.
- Experience and/or training in meeting facilitation.
- Experience in business development or fundraising for non-profits.
- Experience working with governmental agencies especially those that issue special use recreation permits to outfitters.
- Be self-motivated and can work independently.
- Experience in the outdoor recreation industry.
- Appreciation and love for the natural resources and historical values of Idaho.

- Ability to participate in the range of activities which IOGA represents.
- Ability to travel, particularly within the state of Idaho.

Location: Job can be done remotely. However, significant time in Boise is required from November through March typically. The first year will require nearly daily time in Boise for the first six months.

Timeline: Resumes due by August 15. Written and oral interviews--September/early October. Hire completed by mid to late October.

Contact Grant Simonds, IOGA Government Affairs Liaison, for more information. gsimonds@centurylink.net or call at 208.867.2138.

Submit cover letters and resumes to gsimonds@centurylink.net