

PEMBINA GORGE FOUNDATION – Frost Fire

Job Posting: Closes Sept 1, 2017

Job title: Frost Fire Operations Manager

Compensation: DOE

Reports to: Foundation Director

Introduction

The Pembina Gorge Foundation seeks an innovative, energetic and focused individual to serve as its Operations Manager.

The Foundation has acquired Frost Fire, an established tourism and recreation destination in northeastern North Dakota. Frost Fire has offered downhill skiing for 41 years and recently added snowboarding. Frost Fire's Summer Theater is in its 33rd season. A Mountain Bike Terrain park is soon to begin construction. Facilities at Frost Fire include food service and a bar.

Frost Fire is recognized regionally and as important attraction and it has developed a base of loyal customers. The Foundation's Board of Directors hopes to build on this base to expand and diversify Frost Fire.

Job Description

The Operations Manager's primary responsibility will be to oversee day-to-day operations at Frost Fire. This is a supervisory position.

Human Resources

- The Operations Manager will develop employment policies and procedures for all of Frost Fire's operations, including compensation.
- Frost Fire employs seasonal staff. Choosing, training and managing this staff will be an important element of this job.

Facilities

- Frost Fire has buildings, including a lodge, a theater and a residence. Assuring that these assets are in good repair will be an important element of this job.
- The Operations Manager will insure that all permits and inspections are current and that all insurance policies are adequate and up to date.

Equipment

- Frost Fire has equipment, including ski lifts and snow-making machinery. Frost Fire also provides rentals. The GM will supervise a mountain manager and will assure all equipment is insured, follows inspections required and in good working order.

Programs

- Fire operates a summer theater. The General Manager will work with a theatre director to choose, cast and present the show. The GM or GM appointee supports the theatre director through staffing, marketing, supplies and budgeting.

Food Service

- Choosing Frost Fire provides a food and beverage service to patrons. Assuring quality and customer satisfaction will be important element of this job. The GM will oversee food service menu, pricing, ordering, and staffing.

Hospitality/Annual Events/Other Programs

- The Operations Manager will be responsible for developing the annual schedule of activities at Frost Fire.
- Planning and developing new programs will be an important element of this job.

Marketing/Communications/Promotions

- The Operations Manager will coordinate advertising, promotion and other publicity for Frost Fire activities.

Financials

- The Operations Manager will be responsible for handling any funds taken in through Frost Fire's activities.
- The Operations Manager will have spending authority.

Community Collaboration & Partners

- The Pembina Gorge Foundation is a priority for the Pembina Gorge Foundation. The Foundation will work with partners in the area, including the North Dakota Park Service, county governments and local groups. Cooperating with these partners will be an important element of this job.

Governance & Constituent Relations

- The Operations Manager will work with the board of directors to develop a budget and will be responsible to keep spending within budget.
- The Pembina Gorge Foundations depends on its donors. The Operations Manager will not be responsible for fund raising but may be called upon to work with donors who have questions or concerns about the Foundation and Frost Fire.
- The Board of Directors anticipates hiring an executive director. Until that position is filled, the Operations Manager will report to the board itself or to a designated appointee. In the meantime, the operations manager may be called upon to plan board meetings and to represent the Pembina Gorge Foundation and Frost Fire in public.

The Board of Directors may assign other duties.

Qualifications

College degree preferred.

Proven ability to manage people, operations and equipment.

The Board of Directors will consider relevant experience in making its hiring decision.

Compensation

To be determined. May include residence on the Frost Fire property.