



JOB DESCRIPTION	JOB TITLE: Soldier Hollow General Manager	
	Job Location: Soldier Hollow Reports to: COO Function Area:	Position Code: 211 Pay Grade: 9 Type: Full Time Exempt

Job Title: Soldier Hollow General Manager

Oversees all aspects of the daily operations at the Soldier Hollow Nordic Center (SHNC) including, but not limited to, oversight of all employees of the venue, building and facility operations & maintenance, business operations (including local fundraising and sponsorship efforts), public programming and activities, and Nordic skiing/Biathlon club growth. Serve as an ambassador for the venue in the community as well as for the sport of Nordic skiing and Biathlon on a local, national and international level.

Major Tasks, Responsibilities and Accountability

- Effectively and proficiently manage the day-to-day operations of the Soldier Hollow Nordic Center
 - Take actions to implement the vision of Utah Olympic Legacy Foundation (UOLF), its Core Missions, Long Term Goals and Annual FY Strategies
 - Per guidance and oversight from the UOLF Sr. Management Team, develop actions plans and provide leadership to achieve progress towards these important strategic plans.
 - Develop, maintain, and effectively supervise a motivated and high performing venue team
 - Develop and maintain excellent working relationships with existing and future partners of the venue.
 - Develop and continuously improve relations with local community groups. Be a visible and effective community leader through engaging with local governmental and non-governmental organizations.
 - Continuously improve operating income through top-line and bottom-line growth of public programs at SHNC including, but not limited to, biathlon, public skiing, tubing, corporate events and weddings.
 - Develop additional revenue sources via grants, sponsorships, and partnerships; working cooperatively with the UOLF CEO and Chief Revenue Officer
 - Act as a spokesperson for internal and external events including media, special events, community events, etc.
 - Insure that the Soldier Hollow Nordic Center is compliant with all local and national laws including OSHA requirements
 - Work with UOLF Risk Manager to identify and address potential hazards/ risks to SHNC, ensure necessary safety training, maintenance and inspections are completed, and records kept according to UOLF policy and procedures.
 - Create, identify, and successfully implement a comprehensive set of plans, projects, and initiatives relating to increasing participation numbers of Olympic winter sport athletes.
 - Facilitate stakeholder and community support to outlined project and program initiatives.
 - Liaise with various partner organizations: Winter Sport Clubs, Recreation-based community organizations, International Federations (IF's), National Governing Bodies (NGB's), the U.S. Olympic Committee (USOC), youth sport organizations, and others.
 - Develop and oversee annual operating and capital budgets for the venue
- Meets with general liability insurance rep, coordinates safety training and keeps appropriate training records
 - Assist in the preparation of financial reports for senior staff review
 - Conduct regular venue staff meetings and participate in UOLF Sr. Staff meetings
 - Oversee goals for all Soldier Hollow staff and conduct semi-annual and annual performance reviews
- Assist in the creation of long term plans and vision for the Soldier Hollow Nordic Center
 - Set, prioritize, and oversee long term goals and direction
 - Direct and oversee SHNC planning, and prioritizes facility construction and maintenance projects, as approved by the UOLF.
 - Develop and maintain 5 year strategic plans
 - Conduct planning meetings annually to analyze progress and adjust goals
 - Create and maintain a detailed capital maintenance and replacement plan
 - Prioritize capital projects each fiscal year

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Major Tasks, Responsibilities and Accountability (continued)


- Bidding and hosting for National and International Events
 - Act as Chair of the local organizing committee overseeing all aspects of the organization and implementation of national events
 - Serve on Executive Committee of the local organizing committee reviewing all aspects of the organization and implementation of major international events
 - Develop bid packages for future international and national events
 - Recruit, develop and retain technical volunteers for Nordic events
 - Assist in negotiation of contracts with external clients (NGB's, IF's, television production, television rights, host hotels, etc)
- Coordinate with IF's and National Governing Bodies
 - Represent the SHNC interests with relevant NGB, IF and event rights holders when applicable
 - Regular correspondence with all applicable NGB's and IF's regulations and their effects to the SHNC
 - Actively participate in creation of regulations for NGB's and IF's as it pertains to SHNC
 - Attend training sessions for IF's and NGB's related to event hosting, planning, etc
- Assist UOLF President/CEO, Chief Operating Officer and Chief Financial Officer as requested
- Participate in semi-monthly UOLF Executive Meetings
- Attend and represent SHNC at UOLF Board of Directors quarterly meetings
- Serve as chair of SHNC Advisory Committee to develop additional, year-round activities/events/etc that align with UOLF long term vision
- Other duties as assigned

Required Knowledge and Essential Skills/Education and Experience

- Graduation from an accredited four-year college or university with a Bachelor's degree in Business, Sport Management or other closely related field – or a combination of education and relevant experience totaling ten years.
- Four years directly related work experience
- Passion for winter sport and solid understanding of Nordic sports (i.e. cross country & biathlon)
- Sport event management experience preferred
- Excellent communication, interpersonal, and leadership abilities
- Proven ability in establishing ongoing relationships with other business and government professionals
- Proven ability of simultaneously managing multiple, complex program initiatives
- Proven decision-making capabilities and responsible delegation of responsibilities
- General accounting knowledge including budgeting
- Strong organizational skills with an attention to detail.
- Strong analytic and communication skills
- Proficient in the use of PC's and software programs
- Ability to handle multiple tasks under pressure

Minimum Qualifications

- Flexible work schedule – must be available to work days, weekends and holidays depending on program or project needs

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Required Knowledge and Essential Skills/Education and Experience (continued)

Physical Requirements

- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus
- Hearing – to converse with others in a normal conversation
- Balancing, bending, climbing, kneeling, walking, pushing, reaching above shoulders, and sitting
- Must occasionally lift or move 20 pounds

Required In-House Training

- UOLF Orientation
- Sexual Harassment
- Drug & Alcohol
- Hazardous Communications Program

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of the job description at any time without prior notice.