



Position: Executive Manager

Reports to: Chief Executive Officer

Location: Remote in Colorado with access to co-working in Boulder, CO.

FLSA Status: Exempt

Background

Founded in 2007 by legendary snowboarder Jeremy Jones, Protect Our Winters (POW) is a 501(c)(3) nonprofit leading the outdoor movement for climate action. POW's work is led by inspirational snow, trail, and water athletes and also includes brands, scientists, artists, and communities. Together, they represent the "Outdoor State," the 175 million people in the U.S. who spend time outside and care deeply about clean air, clean water, and a healthy planet. POW is cross-partisan and committed to building an inclusive Outdoor State that reflects the nation's vibrant population. Through education and advocacy campaigns for clean energy, public lands, and civic engagement, POW turns outdoor passion into climate action.

The Opportunity

Protect Our Winters is seeking an Executive Manager to support and leverage the organization's CEO and executive team as POW embarks on a new strategic plan and stage of growth in its 18-year impact. The Executive Manager will report to the CEO to manage priorities, drive alignment, and produce results. This role will lead executive preparation, voice, scheduling, and prioritization. It will own the cycle of preparation, alignment, execution, and follow-through for the CEO and senior leaders. There will be significant original writing and slide creation. There will be some administrative functions to ensure leverage for a fairly self-sufficient team.

This is a great role for someone early in their career who thrives in fast-paced environments, learns quickly, and is excited to work with a leading outdoor industry CEO. We're looking for curiosity, clarity, and follow-through — someone who sees opportunities, connects the dots, and helps move the work forward with collaboration, thorough execution, and care. If you're considering grad school in the near term, building toward a future leadership role, or looking for a long-term career at POW, this role offers exposure to executive decision-making, strategic processes, and leading an organization in pursuit of big goals.

Key Responsibilities

Executive Support and Communications (60%)

- Be a "right hand" to the CEO, driving work product, crafting communications, and providing strategic support.
- Project manage and elevate critical items for review and decision-making, including pulling in other team members as needed.
- Maintain systems for tracking short- and long-term requests, preventing items from slipping through the cracks.
- Handle sensitive and confidential information with a high degree of professionalism and discretion.
- Collaborate with internal and external stakeholders to align the CEO, COO, and CDO participation in key organizational efforts.

- Serve as the executive team's liaison to key partners, donors, and VIPs, collaborating closely with the Marketing & Communications and Development teams.
- Research background and story angles, source talking points, and ensure prior preparation for external presentations and discussions.
- Write drafts of executive thought leadership and communication pieces (written editorials and slides).
- Shape and amplify the CEO's external voice by preparing, drafting, and collaborating on external communications.

Board Support (20%)

- Serve as the primary liaison between the CEO and the directors of both the POW and POW Action Fund boards.
- Schedule and coordinate board and committee meetings, retreats, travel arrangements, accommodations, and meals.
- Prepare and distribute board materials—agendas, financials, reports, presentations, and follow-ups—on a timely basis.
- Maintain accurate, well-organized records, including bylaws, resolutions, rosters, meeting minutes, and other board documentation.
- Track board terms, officer roles, and committee memberships to ensure accurate records and smooth governance transitions.
- Support new board member onboarding by compiling orientation materials, scheduling sessions, and coordinating with relevant staff.
- Manage administrative documentation for incoming and outgoing board members (e.g., bios, conflict of interest, and confidentiality forms).

Administrative Support (20%)

- Responsible for scheduling some appointments for key multi-functional virtual and in-person executive-level meetings.
- Advise on scheduling priorities and help prioritize executive calendars.
- Attend and support the CEO during in-person & virtual supporter, partner, and stakeholder meetings, and manage key follow-up communications.
- Oversee the documentation of all CEO meetings in the company's CRM (Salesforce) platform.
- Register the CEO, COO and CDO for events and ensure materials are prepared in advance.
- Submit accurate and timely expense reports, time tracking forms, and other administrative requirements on behalf of the executive team.

Required Qualifications

- 3+ years of experience in executive support, project management, chief of staff, or experience in other fast-paced environments (e.g., campaigns, consulting, startups, etc.)
- Demonstrated interpersonal skills, emotional intelligence, and sound judgment, with the integrity and character to build trust with the CEO and represent them confidently and professionally in high-stakes interactions with partners, donors, and board members.
- Proven track record of initiative and resourcefulness—able to start and drive projects independently, improve systems and processes, proactively collaborate across teams, and navigate challenges with creativity and solution-oriented thinking.
- Produce clear, cohesive, and logically structured written materials and presentation slides that are error-free and aligned with the organization's voice; craft compelling narratives that synthesize complex information into inspiring, insight-driven content using both words and visual storytelling.
- Proficient with Google Platforms, including Google Drive

- Experience with virtual meeting platforms (Zoom, Microsoft Teams, Google Meet)
- Ability to support multiple projects simultaneously
- Ability to maintain strict confidentiality

Preferred Qualifications

- Experience in climate work and/or the outdoor industry, including intellectual curiosity about climate, clean energy, policy, campaigns, community organizing, and/or the outdoor industry.
- Experience with Salesforce and Trello
- Familiarity with nonprofit board governance and donor relations

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. If you meet more than 75% of the qualifications of this description, we encourage you to apply.

Application

To apply, please submit a resume and cover letter. Please send all application materials in one email to work@protectourwinters.org with “Executive Manager” in the subject line.

Salary is commensurate with experience, with a salary range of \$75,000 - \$85,000. Protect Our Winters offers a generous benefits package including healthcare, vision and dental benefits as well as a retirement match. Additionally, POW offers sick and holiday time, above-industry-average paid time off, and a family-friendly, flexible work environment.

At POW, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. POW believes that building diversity is critical to the success of a global organization. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool.