



Job Posting

Executive Director Position

This is a multifaceted position centered on the full responsibility for the organization's operations. He/she reports directly to the Board of Directors and work collaboratively with the Board of Directors to execute the organizations strategic vision. The board delegates responsibilities for management, administration, day to day operations and for the success of the organization. These responsibilities are carried out in accordance with the policies and directions established by the Board of Directors.

Requirements

- Be mission driven, constituent, goal focused and passionate about ensuring the mission of USA Boccia.
- Assist the Board with planning, organizing, and facilitation the overall operation of the Mission to ensure long-term growth and prosperity.
- Lead fundraising initiatives to support and continue operation of USA Boccia and to ensure its future financial security.
- Seek out available grants and assist in writing grant proposals in those areas that apply to USA Boccia's Strategic Plan.

Specific Responsibilities

- Handle day to day operations as well as to ensure that all documentations and requirements are in compliance with USOC, US Paralympics, USADA, BISFed and all other relevant organizations/agencies.
- Implementation of USA Boccia policies and procedures as well as assisting all standing committees.
- Communicates, interprets and supports the philosophy and policies of USA Boccia to facilitate effective communication with athletes, coaches, volunteers, families and donors.
- Develops positive working relationships with leaders in the disabled sports community.
- Assists in the management of grant deliverables, US Nationals, USA Boccia events and the US Team.



Qualifications

- Genuine commitment and passion to the USA Boccia mission.
- College Degree preferred and a minimum of 4 years in Paralympic sports programming.
- Strong interpersonal skills including diplomacy, persuasion, oral and written communication, public speaking, consensus building, and decision making.
- Experience in using business relevant computer based programs, specifically MS Office.
- Grant writing and fundraising experience is a plus.

Job Type: Part-time (leading towards full-time)

Salary: \$500 per month (with the potential of significant increases)

How to apply?

Email the following to usaboccia@gmail.com by September 15, 2017: a letter of interest, a resume and three letters of reference.