**Job Posting** Fundraising and Administrative Director - USA Boccia

USA Boccia Mission Statement - USA Boccia provides athletes with physical disabilities the opportunity to participate and compete in the sport of Boccia at the local, regional, national and international level. USA Boccia seeks to promote and grow the sport of Boccia in the United States.

**Description**

USA Boccia is looking to hire a full time, remote with some travel, Fundraising and Administrative Director to be an integral partner to grow the organization and the sport of Boccia through fundraising and friendraising in the United States. This position is multifaceted and relies on a detailed understanding of the full organization’s operations. The Fundraising and Administrative Director will report directly to the Board of Directors and work collaboratively with both the Board of Directors and volunteer members of the organization to execute the organization’s strategic plan and mission. The Fundraising and Administrative Director, with the help of the Board of Directors, will develop a manageable workload that will be supported by a volunteer workforce. Relatedly, the Fundraising and Administrative Director will be responsible for determining appropriate delegation of authority to and management of this workforce. The Board of Directors has assembled this workforce into committees according to the needs of USA Boccia, and the Fundraising and Administrative Director shall have input into both the strategic direction and composition of these committees. Overall, the Fundraising and Administrative Director will oversee management and administration of day-to-day operations to ensure the organization’s success. Fundraising is a critical component of the organization’s success and the Fundraising and Administrative Director will have primary responsibility for developing and executing these efforts.

**Requirements**

* Be mission-driven, constituent and goal-focused while exuding passion for the mission of USA Boccia.
* Lead fundraising and donation initiatives to support the continued operation of USA Boccia and to ensure its long-term financial security.
* Assist the Board with planning, organizing, and execution of the overall operation of the organization to ensure its long-term growth and prosperity.
* Oversee and delegate work necessary to pursue new and existing grant opportunities.

**Responsibilities**

* Oversee adherence to USA Boccia’s approved strategic plan.
* Supervise the maintenance of USA Boccia’s membership database.
* Monitor, assist, and assess committees and taskforces.
* Communicate in person, by email, on the website, and via social media as the face of USA Boccia among athletes, coaches, volunteers, families, and donors.
* Develop positive working relationships with other leaders in the disabled sports community.
* Assist in the management of grant deliverables, US Nationals, regionals and other USA Boccia events.

Potential allocation of time for USA Boccia Fundraising and Administrative Director

| 45% | Revenue & Fundraising Management:   * Development and coordination of all fundraising activities. * Management of revenues including events, grants, membership, sponsorships, merchandise, programming and fundraising. |
| --- | --- |
| 20% | Membership / Grassroots: Management and growth of membership base as well as youth and development programs. |
| 15% | Administration:   * Execution of back office and general business functions, including financial recordkeeping and the development of annual budgets. * Lead the staff and volunteers to focus on the processes, tasks and outcomes. * Effectively communicate with the Board including providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions. * Ensure efficient systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the Board, funders, and other constituents. * Administration of coach, sport assistant, referee certification programs, and background checks. |
| 10% | Events: Execution of key events hosted by USA Boccia as well as coordination with volunteers, partners and others for external events. |
| 10% | Talent Development:   * Creating programs to share resources and better develop talent across the Paralympic ecosystem, enabling the above capabilities. * To build partnerships in new markets, establishing relationships with the funders, and political and community leaders at each regional site. |

**Qualifications**

* Prior experience in non-profit based organization funded primarily through fundraising
* Proficiency in grant writing and fundraising experience
* Drive to faithfully deliver on verbal commitments and other more formal deadlines
* Experience working closely with a board and volunteer workforce
* Genuine commitment to and passion for USA Boccia’s mission and goals
* Strong interpersonal skills including diplomacy, written and verbal communication, consensus-building, and decision-making
* Familiarity in applying relevant computer-based programs, specifically MS Office
* Strongly desired undergraduate degree (recreation, sports management, business administration, and/or marketing)
* Prior experience with Paralympic sports programming preferred but not required

Job Type: Full-time remote

Salary: $55,000 plus healthcare allowance and agreed upon performance-based bonus

opportunities.

To apply:

Email a detailed cover letter, resume, and the names of three professional references (including

their contact information and relationship to applicant) to usabocciajobs@gmail.com.