

US Fencing Association National Team Manager

TITLE: National Team Manager
REPORTS TO: International Program Director

DATE: December 2009
SALARY RANGE: \$34,830 - \$39,140

SUMMARY

The National Team Manager serves as the fulcrum for all logistics surrounding the effective operation of the US Fencing National Team and Athlete Development Pipeline. Given the nature of this role, and the variety of stakeholder involvement, it is essential for this individual to be detail-oriented, and operate with the highest degree of integrity.

ESSENTIAL FUNCTIONS

1. Event Logistics

- Identify opportunities for the USFA to leverage economies of scale; to take advantage of new opportunities and/or to address organizational challenges surrounding the planning and logistics of National Team attended events.
- Oversee the management of the operational budget for “typical” Championship events then effectively operate within this budget, and report accurately on progress made and challenges encountered. For purposes of the Pan Am Games, and the Olympic Games, responsibilities are as assigned.
- Coordinate the logistics for all Championship Events within the allocated budget. This includes air travel, ground transportation, lodging, meals, training opportunities, etc. For purposes of the Pan Am Games, and the Olympic Games, responsibilities are as assigned.
- Develop and foster effective collaboration between USFA leadership, departments, volunteers, and other service providers to ensure an integrated approach to providing services, and fulfilling the association’s goals and objectives
- Develop systematized processes to ensure accurate timing and delivery of necessary information.
- Develop executable strategy for Championship events as it pertains to all functions outside the competitive venue.
- Invoicing and collection of required revenue from parents/personal coaches for any expenses incurred by organization on their behalf.
- Development of Championships Event budgets to be submitted for inclusion into the annual budgeting process for US Fencing.
- Management of logistical details surrounding Domestic National Team events including training camps, clinics, etc.

2. Communication

- Development of an approved, proactive communication strategy encompassing all communication with National Team Coaches, Athletes, and Parents regarding National Team Events. This includes pre-event informational packets, arranging and providing support for National Team meetings, and distribution and collection of appropriate team documents.
- Serve as point of contact for overseas emergencies while operating within the organizational communication plan.
- Content management of National Team Area on organization website.
- May serve as liaison for organizational PR efforts during Championship Events.

3. Involvement within the International Program Team

- Support and advise the Director of Sport Strategy and International Program Director in decision-making.
- Participate in regular project meetings to ensure timely completion of milestones and key deliverables.
- Collect and submission of all team/cadre reports.
- Other duties as assigned.

POSITION REQUIREMENTS

- Minimum of 4-yr degree in sport management, communications, business, or related field.
- Strong organizational and planning capabilities, with proven abilities to deliver on objectives and projects.
- 2+ years in International event management, logistical support, or conference management.
- Excellent interpersonal skills, with the ability to effectively communicate with a variety of stakeholders.
- Proven ability to develop new systems for improved operational efficiency.
- Proven ability to creatively adapt to quickly changing environments.
- Multi-lingual capabilities a plus.
- High-energy, creative, positive, and professional image.
- 5+ years directing and managing multiple programs and projects simultaneously.