



POSITION TITLE: State and Local Event Manager

REPORTS TO: National Events Manager

SUMMARY

The State and Local Event Manager leads USA Archery's (USAA) efforts to grow youth and adult Target, Field and 3D local and state events and participation, and will be responsible for developing and measuring event participation and recommending strategies for continued growth.

ESSENTIAL FUNCTIONS

Duties include, but are not limited to the following:

- Provides strategic direction to USAA State Associations and State Coordinators to implement indoor, outdoor and 3D state championship event bid processes
- Identifies financial needs by state model and growth metrics and budgets for state coordinator payments, event equipment grants, or other financial support approved through demonstrated needs plan and/or request.
- Develops and maintains state membership dashboards for individual and club membership, and event participation, as well as local/state championship event profitability and initiates measures to improve participation and performance for indoor/outdoor target, field, and 3D events at the state and local level
- Coordinates quarterly meetings with State Associations and State Coordinators
- Receives, enters, approves and manages the postings of local, state, regional and World Archery Star event sanctions into the USAA membership services database and World Archery calendar
- Manages USAA state equipment purchases, inventory and storage
- Assists in the coordination of the local and state competition calendar.
- Executes event contracts for state Indoor and Outdoor Target, Field and 3D Championships
- Works collaboratively with the marketing team to promote and grow participation at events, to include event notifications and post-event coverage and ensures USAA brand is effectively used and promoted at local, state and regional indoor and outdoor events
- Manages USAA state and regional championship results, rankings and records and promotes use of online scoring tools
- Monitors local, state, regional events for compliance with USAA Athlete Safety Procedures for Event Organizers
- Provides customer service support for USAA event sanctioning and registration in the USAA membership services platform, as requested
- Assists event organizers to locate event venues and judges
- Manages the USAA Virtual Tournament to include schedules and promotions for open and club tournaments, online registration, results and awards
- Distributes awards for the Collegiate Program, Indoor Nationals, MICA and other USAA events, as well as other unclaimed awards as needed
- Approves and issues World Archery Performance Awards
- Ensures events are ADA compliant, inclusive and welcoming to participants of all ages and abilities.

General Duties

- Assists in the development and management of the USAA budget, policies and procedures
- Assists in the development and maintenance of the USAA website and event resources
- Fields general email phone inquiries
- Maintains program records and historical data
- Attends required USAA staff meetings
- Other duties as assigned

TOOLS/EQUIPMENT:

- Standard Office Equipment
- Archery Equipment

TRAVEL:

- Travel Required

CONDITIONS:

- Office in Colorado Springs, CO

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Sport Management or Business Administration preferred
- MS Office, Adobe, and database proficiency
- Knowledge of USAA events and World Archery Rules
- Knowledge of USAA's Membership database provider Sport:80
- Excellent written and communication skills
- Must demonstrate organizational skills and attention to detail
- Proven ability to manage multiple complex projects and priorities

COMPENSATION: \$50,000 to 60,000. This position is exempt.

ELIGIBLE FOR ANNUAL BONUS: Yes – At the discretion of CEO

BENEFITS

- Paid Vacation
- Paid Sick Leave
- Paid Time Off
- Employer contribution toward Medical, Dental, and Vision insurance coverage
- Employer paid Basic Life Insurance and AD and D (\$100,000 coverage), 60% Short-Term and Long-Term Disability
- Health Care and Childcare Flexible Spending Account
- Health Savings Account if enrolled in certain high deductible medicals plans
- Simple IRA participation following qualifying period (Currently employer match up to 3% salary of salary)
- Eligible to enroll in other supplemental/voluntary coverage

We do not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age, handicap, or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based on job-related factors.

APPLICATION PROCESS:

Send Cover Letter and Resume to:

Email: careers@usarchery.org

Deadline for Resume Submission: August 9th, 2024, 5PM MT

