



Position Title: COO
Supervisor: CEO
Classification: Executive

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive description of all responsibilities, duties, and skills.

POSITION SUMMARY: The Chief Operating Officer (COO) will play a crucial role in overseeing the daily operations of the organization, ensuring seamless integration and efficiency across HR, Finance and revenue generation functions and strategy. Reporting directly to the CEO, the COO will be responsible for driving strategic initiatives and operational excellence. This individual will ensure that all departments align with our mission, vision, and strategic objectives, with a particular focus on operations and commercial activities.

ESSENTIAL DUTIES

- Oversee day-to-day operations, including managing HR, Finance Operations, and Corporate Partnership teams and ensuring efficient execution of organizational strategies and initiatives.
- Collaborate with the CEO and leadership team to develop and implement business strategies that align with the company's goals and objectives.
- Monitor organizational performance metrics to identify areas for improvement and develop optimization plans, while directing, planning, and implementing policies and activities to foster transparency, accountability, and ethical conduct.
- Supervise the CFO to ensure smooth financial operations while working with CEO to develop financial planning, budgeting, forecasting, and ensuring that the company is operating within budgetary constraints.
- Play critical role in business development, including identifying new business opportunities, building corporate partnerships, and expanding the company's reach.
- Negotiate major contracts and agreements, ensuring alignment with organizational goals and securing best financial terms for USAG.
- Develop and implement revenue-generating initiatives that align with organizational goals.
- Direct human resources activities, including the approval of department plans.
- Act as conduit to the USA Gymnastics Foundation and its Executive Director, and represent USAG at board meetings to align activities with organizational goals.
- Prepare or present reports concerning activities, expenses, budgets, or other business items to the Board of Directors and various agencies as needed.
- Interpret and explain policies, rules, regulations, or laws to organizations, government or corporate officials, or other stakeholders.
- Represent the organization in insurance cases, manage renewals to ensure comprehensive and cost-effective coverage, and assist in risk reviews and implementing mitigation solutions.
- Assist with relevant audits for governance and compliance, ensuring adherence to regulatory standards.
- And other duties as assigned.

GENERAL DUTIES AND RESPONSIBILITIES

- Demonstrate a clear understanding of USA Gymnastic's Mission and Vision.
- Adhere to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
- Adhere to all Safe Sport regulations, by ensuring that all necessary preventive and protective measures are taken to maximize safety and security.
- Create a positive, respectful, and collaborative work environment that prioritizes teamwork and embraces diversity.
- Participate in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness.

ADDITIONAL EXECUTIVE RESPONSIBILITIES

- Fosters an inclusive and diverse workplace culture where all employees feel valued and included.
- Builds and models a culture of teamwork and employee value, fostering an environment of team engagement in problem solving and continual improvement.
- Encourages accountability and responsibility that enables others to act with integrity
- Empowers, delegates and develops talent in consideration of business and development needs.
- Promotes partnership and communication within department and across the organization.
- Quickly focuses on the critical issues while prioritizing current work.
- Implements and enforces systems, policies, and procedures. Builds and improves effective internal systems and processes that align with organizational priorities.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Communicates essential information between management and employees.

EDUCATION AND QUALIFICATION

- Bachelor's degree in Business Administration, Finance or related field.
- Proven experience (10+ years) in senior management and strategic roles with a strong background in operations, finance, HR and revenue generation.
- Demonstrated success in leading strategic initiatives, complex operations and managing cross-functional teams.
- Demonstrated success in negotiating major contracts, managing risk, and overseeing insurance processes.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong understanding of revenue generation strategies, particularly in commercial partnerships and media rights.
- Excellent leadership, communication, and interpersonal skills.
- Experience in governance, compliance, and managing audits.
- Proficiency in managing direct reports across HR, finance, and commercial activities.
- Excellent presentation skills and experience in engaging with Boards of Directors.
- Strong organizational, process improvement, and project management skills.
- Ability to think strategically and execute operationally with a focus on results.

At USA Gymnastics, we are committed to creating a diverse, equitable, and inclusive environment where everyone is respected and valued. We are dedicated to providing equal opportunities for all, regardless of race, ethnicity, gender, age, religion, disability, or sexual orientation. We seek to create a workplace that reflects the rich diversity of the members we serve and encourage candidates from all backgrounds to apply.

To apply, please send your resume to Recruiting@USAGym.org.