

U.S. Fencing Foundation — U.S. Fencing Foundation Executive Director

Position title: U.S. Fencing Foundation Executive Director

Reports to: U.S. Fencing Foundation Board of Trustees and, personally, to the USA Fencing CEO.

Deadline: All applications must be submitted by July 6, 2026, to be considered immediately. Applications received after this date will be kept on file in the event the position is not filled.

Geographic Base: Remote-based role with preference given to applicants residing in or willing to relocate to New York, Boston, Washington, D.C., or other major East Coast hub areas.. Location remains flexible for the right applicant.

Work in the exciting, fast-paced, collaborative world of sports at the US Fencing Foundation and USA Fencing, the national governing body for the Olympic and Paralympic sport of fencing in the United States.

The role of the U.S. Fencing Foundation Executive Director is to be a transformational leader who converts a moderately successful fundraising effort into a world-class, gold-medal philanthropic program. The Executive Director will manage overall operations and grow the U.S. Fencing Foundation ("Foundation") major gifts, annual fund initiatives/programs, donor events, communications, marketing, grant programs and community.

The Executive Director will also be responsible for raising funds for the USA Fencing. The ideal candidate will bring a passion for the Foundation's mission, is entrepreneurial, innovative, and practical with strong business acumen and proven experience leading and growing a similar Foundation leading an annual raise of \$2m or more during the first year of employment.

The individual who fills this role is ultimately responsible for significantly growing revenue for the Foundation, in support of USA Fencing and USA Fencing's strategic plan. The successful candidate will need to clearly demonstrate their understanding of the Olympic and Paralympic movement and/or the sport of fencing. He/She must be driven, a creative thinker, an exemplary fundraiser, a creative team builder, and most of all clearly demonstrate the ability to encourage the board of the Foundation to be actively involved in every aspect of fundraising particularly major gifts. The individual is also responsible for working with the USFF Trustees and USA Fencing to deliver the Foundation Strategic Plan and Operating Plan to achieve such goals.

USA Fencing particularly encourages applications from diverse individuals with relevant experience as detailed below.

Responsibilities:

Fundraising:

- Responsible for generating significant year-over-year growth in the Foundation, led by major gifts.
- Responsible for annual giving and event fundraising goals within each calendar year

- Develop and actualize, in collaboration with the Trustees and CEO, short- and long-term plans, laying out growth strategies and tactics to establish the Foundation as a best-in-class annual and capital fundraising organization
- Create and implement fundraising campaigns to identify, cultivate and steward major gifts, major capital gifts, and planning giving opportunities
- Enhance and implement consistent donor benefits, perks and stewardship
- Develop and implement a plan to optimize the existing and potential future programmatic events to generate incremental fundraising and incentivize major gift donors
- Coach and oversee any future employees and contractors in delivering all Foundation events, experiences, and any other events/experiences that drive fundraising and engagement.

Business Operations

- Responsible, in collaboration with the Board of Trustees and USA Fencing, led by its' CEO, a strategic plan and long-term road map of the Foundation.
- Responsible for developing an annual fundraising plan aligned with the strategic priorities and long-term road map of the Foundation
- Collaborate with, and form outstanding relationships with all Trustees, committees, the USA Fencing Senior Management Team and colleagues across USA Fencing.
- Oversee all foundation business operations including, but not limited to, CRM management and optimization, reporting, budgeting and managerial duties
- Coordinate with athletes, coaches and U.S. Olympians/Paralympians on speaking engagements, fantasy experiences, personal appearances and signed memorabilia and other engagement with the Foundation.
- In conjunction with the USA Fencing finance team and CEO, oversee the fundraising budget and monthly review of financial statements.
- Lead grant funding and expense reconciliations including working with the finance team on available funding.
- Other duties and functions as needed, and as assigned by the Trustees and the CEO.

Required Experience and Competencies:

- Minimum seven years of experience in fundraising within collegiate athletics, Olympic & Paralympic sports or similar, with proven individual progressive success, or in another challenging fundraising role accompanied by significant experience and/or knowledge of the sport of Fencing.
- Bachelor's degree in a relevant subject or equivalent direct experience.
- A commitment to a positive, mutually supportive, creative, work environment and strong, open, collaboration with internal and external stakeholders.
- A passion for Olympic and Paralympic sport.
- Significant proven development experience focused on major gifts.
- Extremely personable with excellent verbal and written and public speaking skills.
- Experience growing, stewarding and maintaining relationships with parents, alumni, athletes, coaches across a spectrum of demographics.
- Experience with Major Gift, Annual Giving, Planned Giving and VIP hospitality events, with a focus on Major Gifts.

- A creative and thoughtful mindset and a willingness to work with donors and internal stakeholders for the ultimate positive relationship.
- Experience securing significant impact from individuals, corporations, foundations and other sources.
- Software proficiency in MS Word, Excel, Outlook, PowerPoint or other presentation platforms, as well as with AI platforms
- Experience with fundraising CRM systems.
- Highly organized with ability to work independently and manage multiple projects at once from inception through execution; detail-oriented and deadline focused
- Knowledge of Fencing is encouraged but not required, the willingness to engage and learn the sport of Fencing, however, is required.
- Willingness to work in a fast-paced environment as part of a team atmosphere

Location and Travel

This is a remote-based role with preference given to candidates residing in or willing to relocate to New York, Boston, Washington, D.C., or other major East Coast hub areas, location remains flexible for the right applicant.

The role requires flexibility, extensive travel, and periodic evening/weekend responsibilities associated with donor engagement and national events, foundation events, and other USA Fencing activities

About the United States Fencing Foundation

The United States Fencing Foundation is the philanthropic arm of USA Fencing, dedicated to fueling the pursuit of excellence for fencers at every stage — from those picking up a weapon for the first time to U.S. Olympic and Paralympic hopefuls, to veteran athletes who carry a lifetime of passion for the sport. By investing in athletes, teams, and programs, the Foundation helps build champions and ensures fencing's legacy for generations to come.

Founded in 1986 from the success of the 1984 Los Angeles Olympic Games, the Foundation has always existed to strengthen fencing's future. In 2022, we became the official philanthropic partner of USA Fencing, streamlining efforts to maximize impact. Today, as a 501(c)(3) nonprofit, our sole mission is to support USA Fencing in growing the sport and giving every athlete the resources and opportunities to thrive. Every gift of every size makes an impact.

About USA Fencing

USA Fencing is the National Governing Body (NGB) for the sport of fencing in the United States. Its mission is to grow and promote the sport of fencing in the United States, honor its rich traditions and achieve sustained international success.

USA Fencing and the Foundation are equal opportunity employers committed to increasing the diversity of its community. We do not discriminate on the basis of race, color, national origin, gender, age, religion, gender identity or expression, disability, or sexual orientation.

Starting Salary Range

Expected salary range: \$125,000 - \$160,000 base compensation annually, commensurate with experience and qualifications. In addition, the role offers meaningful performance-based incentive opportunities tied to fundraising growth and strategic organizational objectives.

Benefits include:

- Unrestricted PTO and paid sick time
- 12 paid holidays per year
- Extra week off during August and between Christmas and New Years
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- 401(k) (+matching up to 4%)
- Health insurance
- Dental Insurance
- Vision Insurance
- Employer paid life insurance
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- Professional Development Opportunities

Application Process and Informal Inquiries

- Applicants can anticipate at least two rounds of interviews, including Foundation Trustees and the USA Fencing CEO.
- It is anticipated the role has a target start date of August 17, 2026.

Please send a cover letter, and resume to the Human Resource office at HR@usafencing.org individuals who desire an informal discussion may reach out the same way.

This document is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.