



POSITION TITLE: National Events Manager
REPORTS TO: Senior Director of Events and Officials

POSITION SUMMARY:

Reporting to the Senior Director of Events and Officials, the National Events Manager manages all aspects of USA Archery's (USAA's) events including, but not limited to U.S. Team Trials, United States Archery Team (USAT) series, national and regional events.

KEY DUTIES AND RESPONSIBILITIES:

- Solicits event bids from CVB's, sports commissions, Local Organizing Committees, USAA State Associations, and Clubs to identify, review and select future event organizers.
- Coordinates with USAA staff and partners to solidify event format and annual scheduling.
- Prepares contracts and promoter agreements necessary to staff and execute successful events.
- Reviews event organizer registration materials to include event registration information, website and other promotional materials to maintain the overall brand integrity of all USAA events.
- Coordinates logistics for all "USAA-run national level events" and U.S. Team Trials.
- Manages USAA and World Archery event sanctioning requests.
- Reviews and submits all world and national record claims by stated deadlines.
- In collaboration with USAA staff, ensures that the Athlete Safety Procedures for Event Organizers is effectively implemented across all events and that all events are ADA compliant.
- Manages all aspects of the event experience in coordination with event organizers, staff and officials and ensures timely customer feedback surveys are provided following each event to make future improvements.
- Submits official records, results, and scorecards to the USAA office per USAA's document retention policy.

- Responsible for coordinating the shipment and placement of USAA merchandise, awards, sponsor banners and other promotional materials at events.
- Responsible to ensure all cash prize and sponsor contingency checks are filled out and available for podium pictures and promotion to include proper documentation complete in accordance with USAA finance policies
- Responsible for the procurement, shipment, registration, maintenance, and inventory of all USAA event equipment.
- Collaborates with the Senior Director of Events and Officials on the development and implementation of the annual event budget and works toward overall sustained profitable growth and consistent brand management of USAA national and regional events.
- Responsible for the management of event scoring coordination and verification of results/rankings, tablet management and Wi-Fi for live scoring and/or live broadcast.

TECHNICAL REQUIREMENTS:

- Current U.S. Center for SafeSport training.
- Current and clear USAA Background screen.
- Ability to multi-task on the oversight and administration of several events simultaneously.
- Previous experience planning and executing large events over multiple days utilizing paid staff, contractors, and volunteers, preferred.
- Proficient with Microsoft Office and Dropbox.
- Ability to work nights and weekends during peak event season.

OTHER DUTIES

- Carries out supervisory responsibilities in accordance with USAA's policies, procedures, and applicable law of event contractors.
- Fields general email and phone inquiries
- Maintains program records and historical data
- Attends required USAA staff meetings
- Other duties as assigned

TOOLS/EQUIPMENT:

- Standard Office Equipment
- Able to assist with all aspects of outdoor target event set-up and tear down. Includes lifting 50-75 lbs.

WORK LOCATION AND TRAVEL:

- Colorado Springs or Remote Office Location
- Travel to national events (peak event time April to October)

COMPENSATION: \$60,000 to \$70,000. This position is exempt.

ELIGIBLE FOR ANNUAL PERFORMANCE BONUS: Yes

BENEFITS:

- 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 life insurance 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: The position will remain open until filled.