



Club Development Manager

SUMMARY:

The Club Development Manager leads USA Archery's (USAA) grassroots efforts to provide quality program and club membership services. This position will support clubs and programming by coordinating the implementation and promotion of USAA's Explore Archery Program, Junior Olympic Archery Development (JOAD) and Youth Clubs, Adult Archery Program, Collegiate Archery Program and recruitment, retention and reactivations (R3) efforts. The Club Development Manager will also lead efforts related to grow and retain the number of programs and clubs within USAA.

ESSENTIAL FUNCTIONS:

- ★ Manages USAA club membership and programs including the Explore Archery Program, JOAD, Youth clubs, Adult, Both and Collegiate Archery Program clubs, as well as R3.
- ★ Manages grant programs to support USAA clubs and programs.
- ★ Researches and provides innovative solutions to recruit, retain and improve overall business development related to USAA programs and clubs.
- ★ Manages the JOAD and Adult Archery Achievement Awards Program and recommends program modifications.
- ★ Manages the Collegiate Eligibility application and renewal process.
- ★ Manages the Collegiate and JOAD Advisory Councils and solicits nominations for the JOAD Award.
- ★ Manages the USAA Club Excellence Award Program.
- ★ Manages All-Region, All-American, All-American Academic and Coach of the Year Awards for the Collegiate Archery Program.
- ★ Assists in developing youth recruitment opportunities and manages collegiate scholarship initiatives at the state/national level in coordination with USAA staff.
- ★ Manages the USAA membership services database, Zen Desk, Campaign Manager and USAA Shop as related to USAA programs and clubs in coordination with USAA staff.
- ★ Assists with the development of USAA program surveys and measures, reports and monitors benchmarks for success.
- ★ Provides editorial, activity and creative calendar updates for program and club communications for print, mail, email, social media and website distribution to include lead development of the quarterly Explore Archery Newsletter.
- ★ Manages logistics and represents USAA at conferences and events, and monitors inventory and fulfills orders for marketing material orders as related to promote growth of USAA programs and clubs.
- ★ Demonstrates and understanding and commitment to USAA's Diversity, Equity, Inclusion and Access Strategic Plan.

GENERAL DUTIES:

- ★ Assists in the development of USAA budgets, policies and procedures
- ★ Assists USAA website updates
- ★ Maintains program records and historical data
- ★ Attends required USAA staff meetings
- ★ Other duties as assigned

TOOLS/EQUIPMENT:

- ★ Standard Office Equipment

TRAVEL:

- ★ Travel Required

CONDITIONS:

- ★ Colorado Springs or Remote Office Location

MINIMUM QUALIFICATIONS:

- ★ Bachelor's degree in sport management or business administration preferred
- ★ Two years' club management experience
- ★ MS Office, Excel and Adobe proficiency
- ★ Excellent customer service, written and communication skills
- ★ Must demonstrate organizational skills and attention to detail
- ★ Proven ability to manage multiple projects and priorities

POSITION REPORTS TO:

DIRECTOR OF SPORT DEVELOPMENT

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 Child Care 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

COMPENSATION:

\$50,000 – \$60,000. This position is exempt.

Eligible for Annual Bonus:

Yes

APPLICATION PROCESS

Send Cover Letter and Resume to:

Callie Grieser, Director of Sport Development

Email: cgrieser@usarchery.org

Deadline for Resume Submission: The full-time position will remain open until filled.