

# USA SHOOTING

## Position Description

**TITLE:** CHIEF OF OPERATIONS

USA Shooting is a 501c3 non-profit corporation chartered by the United States Olympic Committee as the National Governing Body for the sport of shooting. The organization implements and manages development programs and sanctions events at the local, state, regional, and national levels. Headquartered in Colorado Springs, Colorado, at the U.S. Olympic Training Center. USA Shooting's mission is to "Prepare American athletes to win Olympic and Paralympic medals, promote the shooting sports throughout the U.S., and govern the conduct of international shooting in the country."

**REPORTS TO:** Executive Director/Chief Executive Officer

**COORDINATES WITH:**

USA Shooting CEO, USA Shooting Board of Directors, USOC staff, USA Shooting National Coaches, International Shooting Sport Federation, USA Shooting athletes, sponsors, donors, and the general public.

**POSITION SUMMARY:**

Based in Colorado Springs, the Chief of Operations (COO) provides leadership and oversight for operational areas tied to USAS. Responsibilities include, but are not limited to, ensuring operational efficiency and management supporting our USAS athletes, USAS National Coaches, Competitions/Events, High Performance, Safe Sport and Financials to create an environment focused on winning for USAS athletes. Serves as the primary contact with the USOC for athlete programs, performance and funding. Oversees and manage USAS policies and procedures.

**QUALIFICATIONS:**

Bachelor's degree or higher in business, nonprofit management, sports management or equivalent. Minimum of 10 years of senior-level business experience. Association or sport National Governing Body experience is a plus. Prefer an individual with shooting sports background, but not required. Knowledge and understanding of international shooting events and programs preferred. Strong communication skills, effectively and professionally, both in writing and orally. Ability to manage others and work multiple tasks simultaneously.

**KNOWLEDGE/SKILLS/ABILITIES**

- Demonstrated ability to create, develop and oversee the implementation of strategic and operational business plans.
- Demonstrated financial-management skills, including budgeting, planning and administration. Preference given for NGB background in this area.

- Strong written and verbal communication skills, including excellent public speaking skills.
- Skilled in organizational development, personnel management, budgeting and resource development
- Excellent leadership and people skills, with an ability to partner with a dynamic and engaged volunteer and membership base.
- Possess personal qualities of integrity, credibility, and commitment to the organization's mission.
- Flexible and able to prioritize key activities and oversee multiple tasks and priorities. Ability to work effectively with a fast-moving environment. This is a "leader-doer" role within the organization.
- Knowledge of digital and technology tied to best practices relevant for a membership-driven sports organization.
- Experience with SafeSport a plus.
- Expectation that this role is not a job, this will be a "lifestyle" choice filled with long hours and weekends expected to support our fellow USA Shooting athletes.

#### **AREAS OF RESPONSIBILITY:**

1. Coordinate and manage all operational requirements with the USOC including liaison with the Sport Performance Team, High Performance Plan, writing/reporting grants and developing long term training and competition plans.
2. Ensure the efficiency, operation, and success of programs and services to they are sustainable and conform to USAS's mission, as well as a standard of high quality.
3. Support creating and instilling a fun working culture that inspires pride, passion, dedication, loyalty and cohesiveness in support of our athletes.
4. Administer athlete and staff code of conduct issues.
5. Assist in HR matters to include compliance, employee time management, etc.
6. Manage the update, implementation, compliance of the USAS Policies and Procedures to best accomplish established goals.
7. Oversee the creation of program budgets and the compliance within the budgets that have been approved for each functional business unit area.
8. Assist CEO and Director of Finance/Controller in preparation of the overall budget, as well as the monthly P&L close to finance committee.
9. Support recruitment, hiring, training, and evaluating department heads for High Performance, Coaching Staff (Rifle, Pistol, Shotgun & Para), Administrative Assistant, Competitions/Events, Membership, Safe Sport (compliance) and Range Managers (indoor & outdoor).
10. Assist in managing PR, Grants and Marketing (budgets, compliance, etc.).
11. ISSF representative (meetings, compliance, renewals, etc.).
12. Assume CEO responsibilities in CEO's absence. Act as CEO's "right hand" individual to oversee entire organization from a leadership standpoint.
13. Assist department heads in maintaining existing and developing new programs based on need and cost.
14. Work closely with CEO on special projects, board development, and interpretations and implementation of long-range goals.

15. Support CEO and Marketing Director on developing and implementing effective marketing plan.
16. Monitor programs and services through visibility and regular meetings with assigned department heads.
17. Guide and aide the professional development of all department heads. Play a key role in generating and maintaining a positive team environment as well as culture.
18. Demonstrate resilience and provide strong leadership through adversity.
19. Demonstrate excellent problem-solving skills and effectively guide others to do the same.
20. Demonstrate the ability to be flexible and adapt to multiple situations effectively.
21. Actively pursues training, learning opportunities and certifications as they relate to responsibilities.
22. Ensure that all program operation is consistent with other NGB's and the USOC, including insurance, accidents, personnel, purchasing, and accounting systems.
23. Ensure that risk management practices are put into place.

### **SALARY AND BENEFITS**

- This is a full-time exempt position located in Colorado Springs, Colorado
- Compensation commensurate with experience and qualifications
- Comprehensive benefits package and an exciting work environment

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **TO APPLY**

Please send resume and cover letter directly to [Keith.Enlow@usashooting.org](mailto:Keith.Enlow@usashooting.org).