Growth & Development Manager
Job Description
United States Curling Association

Position Title: Growth & Development Manager
Reports to: Chief Executive Officer

Position summary:
The Growth & Development Manager has the primary responsibility for managing Growth & Development programs, Sport Education and other Member Benefits. This includes providing continued support for ongoing programs and services and developing new ones to meet the needs of organizational membership. These programs are the frontline efforts to demonstrate value to the members of the USCA and to assist clubs with growing the sport on the local level.

About the organization:
USA Curling is a non-profit organization recognized by the United States Olympic Committee and the World Curling Federation as the governing body for the sport of curling in the United States. With over 185 member clubs and 23,000 members, USA Curling strives to grow the sport of curling and help develop athletes who can excel at the highest levels of competition. The national office has been located in Stevens Point, Wis., since 1985. More information is available at USA Curling’s web site: www.usacurl.org

Primary Job Responsibilities:
• Manage all sport education programs (e.g., instruction, officiating, ice making, coaching, youth). Update existing programs and develop new offerings to support the organization’s long-term athlete development model.
• Organize all benefit programs for members (e.g., club insurance program, stone purchase program, Volunteer of the Year award).
• Plan and manage annual events (e.g., Members’ Assembly and Business of Curling Symposiums).
• Direct USA Curling’s SafeSport program, including updating organizational policy, compliance tracking, resolving complaints, answering questions on policy and practice from various stakeholders, and participating in regular conference calls on related issues.
• Develop and implement new strategic initiatives for growing the sport of curling in the United States, including special efforts framed around recruiting new curlers during the Olympic and Paralympic Winter Games.
• Work with the College Curling Committee to plan and run College Nationals, annually review rules and procedures for qualification.
• Oversee new member application process and annual membership reporting process.
• Communicate with the curling community using various platforms (e.g., electronic, in-person, and print mediums); write column for U.S. Curling News and provide content for the USA Curling website.
• Respond to a wide variety of daily phone and email inquiries; act as a knowledgeable resource to curling organizations around the United States on a wide variety of topics (e.g., club development, club growth, building a new facility, etc.)
• Write annual grant applications and final reports; manage the Darwin Curtis Fund Competitive Grant Program.
• Write quarterly reports to the USCA Board of Directors and monthly operations reports.
• Develop annual budget for the Member Development area of the organization.
• Provide direct supervision for Development Associate; collaborate with other staff on additional projects as assigned.
• Update brochures, Member Benefits document, design annual club calendar and create member banners.

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

• **Education/Experience:** Bachelor's degree and minimum of five years of related experience. At least a basic knowledge of the sport of curling is a significant plus, as is prior work with nonprofit organizations.

• **Computer Skills:** Knowledge, comfort, and efficiency with Windows and Microsoft Office (particularly Outlook, Word, Excel, and PowerPoint). Ability and willingness to learn new programs (e.g., member database).

• **Communication Skills:** Ability to respond timely, positively, and effectively to inquiries and complaints from a wide variety of constituents, including individual members, affiliated associations, organization directors, and various supporters. Excellent interpersonal skills and ability to give effective oral and digital-based visual presentations to groups of all sizes. Strong writing and editing skills are a must.

• **Management:** Excellent relationship-building skills needed to manage national programs and work effectively with fellow staff and volunteers. Demonstrable leadership skills to train, motivate, and mentor people involved in supporting USCA programs. Ability to work independently as well as collaboratively in a team environment.

• **Associated skills:** Creative thinking and problem-solving. Ability to handle multiple tasks simultaneously, meet overlapping deadlines, adapt to changing circumstances, and positively manage stressful situations. Strong work ethic. Must be self-motivated. High-
level of discretion and ability to keep SafeSport complaints and other sensitive information confidential, as well as skill with diffusing stressful situations.

- **Budgeting**: Ability to contribute to annual budget development and manage budgets for associated program areas.

- **Work Location/Environment**: This is a full-time, year-round exempt position based out of the national office in Stevens Point, Wisconsin. Periodic travel for conferences and meetings is required. Some evening and weekend work is required.

**Key relationships:**
- Fellow staff members
- Board, regional, and club officers
- Individual curler members
- Ice facility operators
- Affiliated organizations

**Salary/Benefits**

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<thead>
<tr>
<th>Category</th>
<th>Details</th>
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<tbody>
<tr>
<td>Insurance</td>
<td>Health, dental, and life insurance</td>
</tr>
<tr>
<td>Leave &amp; Holidays</td>
<td>Personal leave, paid holidays</td>
</tr>
<tr>
<td>Retirement &amp; Financial</td>
<td>401(K) plan, flexible savings accounts (dependent &amp; medical)</td>
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<tr>
<td>Comments</td>
<td>USA Curling covers 75% of a single health insurance plan, 100% of a single dental plan, 100% of a single life insurance policy.</td>
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Salary is dependent upon education and experience. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**To Apply**: Include your resume, a letter detailing your interest in and qualifications for the position, salary requirements, and names and contact information (email/phone number) for three professional references. Applications will be reviewed on a rolling basis.

**Email to**: jobs@usacurl.org

**Fax to**: 715-344-2279

**Mail to**:

USA Curling  
Attn: Rick Patzke  
5525 Clem’s Way  
Stevens Point, WI 54482