EXECUTIVE DIRECTOR JOB POSTING

BlazeSports is looking for a dynamic and committed leader. The Executive Director is a motivated, creative individual with experience as a non-profit leader. The Executive Director uses a broad range of skills to lead and motivate a team and oversee all activities and functions of BlazeSports America. He/she is responsible for working with the Board of Directors, the staff and volunteers to give the proper strategic direction for BlazeSports to fulfill its mission of changing the lives of individuals with physical disabilities through adaptive sport and recreation. Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for BlazeSport’s funding, programs, staff, organizational growth and execution of its mission.

About BlazeSports America
BlazeSports America is a 501(c)(3) nonprofit organization that is the legacy organization of the 1996 Paralympic Games held in Atlanta, GA. Our Mission is to change the lives of children and adults with physical disabilities through adaptive sport and recreation.

BlazeSports America, is the two-time recipient of the United States Olympic Committee’s “Rings of Gold” award for program development (youth and veteran adaptive sports). BlazeSports offers adaptive sport and recreation programs in Georgia, national training and education opportunities to build the capacity of adaptive sport and physical activity leaders and innovative sport for development programs in developing countries. We are a member of the US Olympic Committee’s Multi-Sport Organizational Council, the US member to Cerebral Palsy International Sport and Recreation Association, Paralympic Sport Club – Gold Member, and active chapter of Disabled Sports USA and Adaptive Sports USA. Learn more about BlazeSports at www.blazesports.org.

Job Responsibilities

Leadership & Management:
- Accurately assess organizational needs to maximize the use of existing personnel resources.
- Establish and use effective feedback processes.
- Develop and sustain the staff and volunteers essential for the organization’s mission and programs.
- Select and cultivate qualified senior staff, model effective behaviors and skills, and build morale among staff and volunteers.
- Demonstrate passion, enthusiasm and commitment to the organization and its vision and inspire and motivate others to achieve organizational goals.
- Empower and develop staff and volunteers.
- Create and maintain a spirit of teamwork and collaboration.
- Build and leverage diverse teams with complementary skills.
- Mediate and resolve conflict to build consensus among different groups.
- Address needs and concerns and resolve disagreements among team members.
- Identify and remove organizational barriers to effective teamwork.
**Financial Performance and Viability:**
- Work closely with the Board to serve as BlazeSports chief fundraiser; maintain existing relationships, cultivate new sources of support and develop additional revenue generating initiatives to stabilize financial outlook.
- Take the lead in cultivating major donors and potential financial opportunities to support the growth of the BlazeSports balance sheet in collaboration with Board and staff.
- Use external presence and relationships to garner new opportunities for financial support.
- Manage competing funding priorities, focusing on essential activities that have the greatest organizational payback.
- Prepare the annual budget for Board approval.
- Manage cash flow and Board approved budget.
- In conjunction with financial Director, ensure BlazeSports fiscal management is in accordance to GAAP, nonprofit regulations and ethical codes.

**Operational:**
- Deepen and refine all aspects of communication to create a stronger brand for BlazeSports, build our brand identity especially within the Georgia marketplace.
- Translate long term organizational goals into daily work plans with concrete objectives based on strategic plan.
- Recommend new programs and business lines, ensure continuous program delivery and expand the program portfolio.
- Effectively meet the demands of multiple projects, programmatic surges, and logistically complex services and activities.
- Demonstrate highly sophisticated knowledge of technical program areas and science of program/services.

**Board Governance:**
- Recruit, develop, maintain and support a strong Board of Directors and Advisory Board. Seek and build Board involvement with strategic direction and planning.

**Innovation and Learning:**
- Manage the change process while maintaining operating effectiveness.
- Stay informed on latest trends and predictions in the non-profit marketplace and keep informed of changing government regulations related to the organization.

**Desirable Skills and Experience**
- Advanced degree.
- Successful years of non-profit leadership/management with experience in the business, disability, adaptive sport industry or a related field, an asset.
- Proven track record of establishing and maintaining financial revenue streams for a non-profit organization.
- Working knowledge of effectively writing grants.
- Excellence in organizational management with the ability to coach staff, volunteers and manage and develop high-performance teams.
- Past success working with a Board of Directors with the ability to cultivate existing Board member relationships.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
For consideration, please submit resume and cover letter with salary requirements to Andy McNeil at the following address or email documents to board@blazesports.org. No phone calls please.

BlazeSports America
1670 Oakbrook Drive, Suite 331
Norcross, GA 30093

BlazeSports America is an equal opportunity employer, providing employment opportunities to all without regard to race, national origin, religion, age, gender, sexual orientation, disability, marital status, or any other characteristic protected by law.