JOB DESCRIPTION

National Events Manager - USA Cycling (Colorado Springs, CO)

USA Cycling is the national governing body for the sport of cycling and oversees the disciplines of road, track, mountain bike, cyclocross and BMX. With a mission to develop the sport of cycling in the United States and to achieve sustained international racing success, USA Cycling supports cyclists at all levels, from those just beginning in the sport and participating in fun rides to seasoned professionals. The organization not only identifies, develops, and selects cyclists to represent the United States in international competition, but also supports amateur bike racing through grassroots development programs and the provision of critical infrastructure to run organized racing. By joining USA Cycling, you will be able apply your individual talent and passion to our mission and shape the future of our organization! The National Events Manager oversees various USA Cycling National Championships as directed by the Director of National Events, coordinates national race calendars, and has a high understanding of all cycling disciplines. The National Events Manager will be a contributing team member of the National Events Department. The ideal candidate will possess deep experience in track cycling and will be an active influencer within the greater cycling community groups including: racers, race directors, and industry partners.

The National Events Manager will be responsible for the following:

USA Cycling’s National Championship Event Properties:

- Create and implement a bid process for selecting National Championship event properties based on direction from the Director of National Events.
- Responsible for all planning and on site day-to-day operations as Race Director of National Championships as decided by the Director of National Events to include working with the Membership Department to ensure they are properly permitted.
- Execute the USA Cycling National Championships setup to ensure that it adheres to USAC standards.
- Manage travel logistics for the National Events team including the following: vehicle management, flight arrangements and lodging for event staff and vendors.
- Create contracts with Local Organizing Committees for USAC National Championships with guidance from Director of National Events.
- Negotiate and manage third party vendors for National Championships (announcers, fencing, etc.).
- Order and manage bib numbers, medals, and jerseys for National Championship events.
- Work closely with IT, membership departments, and external partner on registration processes for National Championships.
- Maintain a working budget for selected National Championship Events.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.
Serve as a resource for members in coordination with National Championships and National Calendars.

Work with USAC Sport Committees to ensure National Championship Events are aligned with industry standards.

Serve as support staff at various National Championships.

**USA Cycling’s National Events Properties:**

Collaborate with Communication Department on press releases, race information, etc. for the National Events Department.

Maintain all aspects of USA Cycling’s website related to the National Events Department.

Monitor National Events Department budget according to departmental guidelines.

Conduct site visits prior to National Events/Championships.

Ensure proper coordination on anti-doping for select events with local organizing committees and USADA.

Remain current on all USA Cycling Issues, i.e., membership, events and servicing promoters via website, brochures, etc.

Perform these above and other duties as assigned.

**Qualifications**

- Advanced verbal and written communication and editing skills.
- Power to build positive, professional, collaborative relationships with internal and external customers and members of the cycling community.
- Ability to maintain positive and professional attitude toward participants, event staff, and vendors especially in high-stress situations.
- Power to build positive, professional relationships with internal and external customers and constituents.
- Capability to manage concurrent projects with tight deadlines.
- Experience managing basic website content.
- Willingness to work non-traditional work hours including weekends and some holidays.

**Physical Requirements**

The physical demands described below are representative of those that must be met by potential candidates to successfully perform the essential functions of the role.

- Ability to work in conditions with occasional exposure to extreme weather such as high and low temperatures and variable precipitation when working at events.
- Visual capabilities for both long and short distance measurement at events.
- Frequently communicate with staff and participants and must be able to exchange accurate information in event situations.
- Dolly and lift-assist equipment. Incumbent may occasionally lift/move up to 50 lbs.
- Use of hands to finger, handle, or feel along with reaching with hands and arms.

**Education**

- Bachelor’s degree or equivalent experience required.

**Experience**

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.
Significant industry knowledge of cycling is preferred.
Experience and familiarity with sporting events required.

Software Utilized

- Microsoft Office (Word, Excel, PowerPoint).
- Race registration software and applications.
- Website management through CMS tools.

Travel

- 30-40%
- Weekend and holiday travel may be required.

Compensation and Benefits

- This is a full-time exempt position located in Colorado Springs, CO.
- Compensation commensurate with experience and qualifications.
- Comprehensive total rewards benefits package (Medical/Dental/Vision/Health Savings Account/403b/Paid Holidays) available the first of the month after your hire date. We encourage our staff to share our love of cycling in one of the best cities to live in Colorado Springs! When you aren’t able to ride in the sunshine 300 days per year, we have an indoor fitness center to ensure you maintain good health. We invite you to join a creative work environment and inclusive culture.

How To Apply

- To pursue this opportunity further, please apply online with a current resume/CV detailing your experience and qualifications for the role at: https://www.usacycling.org/about-us/jobs

USA Cycling is 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.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.