Title: Secretary General & Chief Executive Officer

Salary: Negotiable based on experience

Posting Date: June 3, 2020

Closing Date: July 3, 2020

Job Location: City of Orange, California

About USA Badminton

USA Badminton (USAB) has served as the Governing Body for the sport since 1937. USA Badminton is a 501(c)(3) non-profit headquartered in Colorado Springs, CO. USAB is organized under the United States Olympic Committee as the National Governing Body for the sport of badminton in the United States. The mission of USA Badminton is to foster the growth of badminton in the United States of America and competitive excellence by U.S. athletes in international and Olympic competition.

For additional information about USAB – http://www.teamusa.org/usa-badminton

Position Details/Scope
USAB is looking to fill the position of Chief Executive Officer. This position will lead the company's efforts in four (4) key areas:

1. Fundraising and revenue generation.
2. Stakeholder engagement.
3. Grass roots program/partnership development.
4. Athlete pipeline development at all levels (recreational, Olympic and Paralympic, adult, junior, masters, elite, amateur, etc.).
**Essential Duties & Responsibilities**

- Manage USAB’s day-to-day operations and staff
- In conjunction with the Board, lead strategic planning, establish current and long-range goals, objectives, plans and policies for the organization.
- Cultivate partnerships and maintain relationships with all relevant national and international entities, including but not limited to: member clubs, USOPC, Pan Am Badminton Confederation, BWF.
- Oversee the planning and execution of USAB’s domestic tournaments, including the US Open
- Manage the finances of USAB in accordance with the approved budget and report to the Board in a timely fashion.
- Diversify revenue through fundraising and solicitation of sponsors, licensing and other business initiatives.
- Comply with the responsibilities of the Chief Executive Officer as set forth in Section 14.4 of the Bylaws of the Company (see [http://www.teamusa.org/usa-badminton/usab/bylaws](http://www.teamusa.org/usa-badminton/usab/bylaws)).

**Qualifications**

- College degree, with a graduate degree considered advantageous
- Knowledge of badminton, sports industry, nonprofit sector and/or Olympic movement
- High-level leadership experience with a national-level sports organization.
- Strong strategic planning and organizational skills.
- Excellent writing and communication skills.
- Experience creating and managing events and programs; as well as experience managing events, programs and services to large audiences and constituent groups.
- Proven financial management experience compatible with overseeing a multi-million dollar per year operating budget.
- Proven track record in fundraising/ development
- Demonstrated success leading and managing 20-30 full-time, part-time and volunteer workforce
- Ability to travel and work effectively while away from the national office.
- Proven corporate sponsorship experience.

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job; other duties may be assigned.

Interested applicants should send an email of interest to the Board Chair at kenwong.cig@gmail.com.

The email should include one attached PDF document of no more than three pages (the PDF should include a one page cover letter and a two page resume).

USA Badminton is proud to be an Equal Employment Opportunity Employer.