USA TABLE TENNIS Job Posting
Membership, Tournaments and Ratings Manager

DESCRIPTION
USA Table Tennis, the National Governing Body for the Sport of Table Tennis, is seeking a Membership, Tournaments and Ratings Manager (the “MTR Manager”) to serve full-time in the organization’s Headquarters in Colorado Springs, Colorado.

This entry level position requires an individual who is motivated to serve as USATT’s primary point contact and representative with individual and club members, club administrators, tournament directors, sanctioning coordinators, coaches, and referees and umpires; as well as oversee, coordinate and manage: (i) the membership database; (ii) the USATT tournament sanctioning process; (iii) the certification processes for coaches, referees, and umpires; (iv) the USATT ratings system; and (v) registration for USATT-operated tournaments, including the US Nationals and US Open.

The person in this position will be supervised by the chief executive officer and chief operating officer and will work closely with all departments of USATT, including the Business Administration Department, the Marketing and Communications Department, the High-Performance Department, and the Operations and Event Management Department.

The person in this position will work closely with other staff members, USATT members, tournament directors, tournament competition managers, national and regional sanctioning coordinators, club administrators, coaches, referees and umpires, organizational Directors and Officers, staff of the US Olympic and Paralympic Committee, staff of the US Center for Safe Sport, IT support services, national and international executives, sponsors, vendors, and patrons of the sport of table tennis.

DUTIES OF THE POSITION
- Serve as USATT’s representative and primary point of contact with:
  - Members, Club Administrators, Tournament Directors, Sanctioning Coordinators, Coaches, and Referees and Umpires regarding rules, regulations, policies, processes and procedures within the USATT organizational framework
  - Tournament Directors, Competition Managers, and Sanctioning Coordinators regarding compliance with all mandatory rules and regulations in the tournament sanctioning process
  - Members, Competition Managers, Tournament Directors and Coaches regarding issues and disputes related to the USATT rating system
  - Members and Competition Management Crews regarding issues related to registration for USATT-Operated events, including the US Nationals and US Open
  - National Team Members and Staff regarding issues related to a variety of topics, including eligibility to compete in international competition
  - IT support to ensure an efficient management and analysis of data and analytics related to membership and tournament participation
- Oversee, coordinate, organize and manage all processes, documentation and digital information retention and presentation related to:
  - Membership initiation, renewal, and retention for individuals and clubs
  - The tournament sanctioning process
  - The USATT rating system
  - The certification process for coaches, referees, and umpires
  - Registration for USATT-operated tournaments, including the US Nationals and US Open
  - SafeSport Compliance as it relates to the USATT membership community, USATT sanctioned coaches, club administrators, national team members and staff, as well as tournament management and operations
- Maintain, update and organize the Calendar of Sanctioned Tournaments for USATT website
- Demonstrate numerical literacy, including the capacity to work with metrics, analytics, and spreadsheets
- Support the Business Administration Department in the organization, analysis, documentation, and digital information retention related to financial issues for membership, sanctioned tournament operations, and USATT-operated tournaments
- Support the Marketing, Media Relations, and Communications Department in the efforts to inform and grow the USATT membership, club development, sanctioned tournament promotion, and elements related to USATT-operated tournaments
- Support the IT Services undertaken by third-party vendors in the digital presentation of matters related to USATT Membership, Tournaments, Ratings, and Coach and Official Certification
- Build strategic relationships and promote the Olympic ideals consistent with all persons associated with USATT, including members, tournament directors and participants, club administrators, referees and umpires, the US Olympic and Paralympic Committee, the US Center for Safe Sport, members of other National Governing Bodies of sport, members of the media, national and international executives, sponsors, vendors, and patrons of the sport of table tennis
- Other job duties and required

**IMPORTANT CANDIDATE TRAITS AND JOB COMPETENCIES**
- Capacity to understand, manage, explain and apply rules, regulations, policies and procedures
- Strong written and verbal communication skills
- Resilient, Reliable and Conscientious
- Strong Organizational Skills – Detail Oriented – Thorough – Accurate
- Strong Problem-Solving Skills – Capacity to Multi-task
- Energetic and Motivated
- Disciplined – Able to Work Under Time Pressure – Time Management Skills
- Able to Work Independently and Within a Team Framework
- Committed to Olympic Ideals

**MINIMUM QUALIFICATIONS**
- A Bachelor’s Degree from an accredited college or university in Sports Management, Business Administration
- Significant Experience with Professional Computer Software including Microsoft Office Suite
- Experience with Elite Level, Professional, and/or Olympic Athletic Organization a Plus
- Experience with Not-For-Profit Corporation a Plus
- Foreign Language Skills a Plus

**SALARY:**
- Salary Commensurate with Experience
- USATT offers a full benefits package – provided all eligibility requirements are met

**Interested candidates should send a resume along with three professional references to:** [admin@usatt.org](mailto:admin@usatt.org).

USATT is committed to providing a safe and productive working community. To assist in this goal, USATT will conduct background investigations for all prospective applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle check.

Please note that all employees of USATT must be fully Safe Sport Compliant at all times, which includes successfully completing the tutorial presented by the US Center for Safe Sport and passing a criminal background screen.

End. 20 03-05a