



Director of Membership & Events Job Description

Summary

USA Judo is the national governing body for the sport of Judo recognized by the United States Olympic Committee and the International Judo Federation. Its main office is located in Colorado Springs, CO.

The director of membership & events is responsible for the strategic and day-to-day operations of the membership and events functions of USA Judo. This position will work with the CEO and director of financial administration managing revenue and expenses through USA Judo's cost centers involving membership and events. Additionally, the director of membership & events will serve as USA Judo's SafeSport Liaison and be responsible for the research and completion of any inquiries/surveys received from the Center for SafeSport, the Board of Directors, the USOC or the International Judo Federation.

Essential Functions:

- Oversee membership coordinator and create strategies to grow overall membership, improve efficiencies and improve customer service/member-relations.
- Serve as primary liaison to member database vendor and monitor/request necessary changes/updates to database functionality.
- Oversee the development, organization, implementation and sanctioning of all USA Judo events. This includes serving as the liaison to all site locations where USA Judo National Events are held and managing contracts and all event logistics necessary to conduct a successful national event.
- Serve as USA Judo's primary point of contact for all SafeSport issues to include but not be limited to: NGB liaison to Center for SafeSport and USOC Athlete Ombudsman Office, update all SafeSport information necessary for all "covered persons" within the USA Judo Community and monitor their current status of completing all SafeSport and background check pre-requisites, answer reports and audits and handle SafeSport Complaints. Also, maintain the relationship with the background check contractor.
- Be the primary point of contact and creator of strategy and implementation for member-related programs to include, but not be limited to: coaching education, IJF Academy, Judo in Schools/ Communities, rank and promotions sanctioning, etc.
- Carry out other projects as assigned by the CEO.

Conditions

- Reports to CEO
- Non-traditional work hours including weekends and potentially holidays
- Office environment in multi-story building
- Domestic and international travel as necessary

Minimum Qualifications & Requirements:

- Bachelor's degree
- Minimum 5 years of experience in membership, events, operations, business/sports management or other related experience
- Ability to successfully manage both paid staff and volunteers
- Exemplary organizational skills and attention to detail
- Ability to manage multiple projects and priorities within established deadlines
- Excellent written and verbal communication skills and ability to diffuse and manage conflict, especially in special events and tournaments involving athletes, coaches, parents, referees, volunteers and the general public
- Creative thinker and innovative, solutions-based problem solver
- Experience in the use of all computer software including Microsoft Office programs; experience with other multi-media applications preferred
- Confidentiality of information a must
- Knowledge of judo and judo event management preferred

Salary & Benefits

- Salary Range: commensurate with experience
- Health & Retirement benefits
- Vacation starting at two weeks/year

Deadline for Submission: January 26, 2018

Please submit cover letter to:

Mr. Keith Bryant
Chief Executive Officer
USA Judo
1 Olympic Plaza
Colorado Springs, CO 80909
Email: keith.bryant@usajudo.us