

VAWA Executive Director Job Description

Virginia Wrestling Association (VAWA) is seeking a self-motivated, highly energetic, qualified individual who seeks to make a difference in the sport of amateur wrestling and is committed to develop, promote, and implement strategies that will enhance Virginia Wrestling Association's programs.

If interested in this position please send a cover letter, resume and three (3) references to VAWA State Chairman Bill Swink via e-mail virginia.wrestling.association@gmail.com or mail 7035 Margo Road; Spotsylvania, VA 22551.

Deadline for applications will be February 1, 2014. Start date for this position will be July 1, 2014.

Day-to-Day Duties

- Customer Service – responsible for establishing and maintaining community relations for the Association.
 - Bridge the gap between Folkstyle & Freestyle/Greco-Roman
- Responsible for the financial management of the organization, through the coordination and planning of budgets.
- Membership
- Manage the Executive Committee and Directors
- Fund-raising – Manage major gift cultivation and solicitation from individuals, corporations, and foundations, and manage the fund-raising efforts of VAWA.
- Scheduling of Tournaments
- Help Clubs Grow
- Run Events – act as tournament manager for all VAWA championship events as well as help run local tournaments.
- Implement New Ideas – work with the executive committee to develop goals and objectives; evaluate existing programs, potential new programs, and program expansion.
- All other duties as assigned

Position Qualifications

- Bachelor's Degree
- Knowledgeable and Hardworking
- Business Minded
- Ability to manage and cultivate relationships and work with prospective donors, current donors and volunteers
- Understanding of amateur wrestling and/or amateur athletics
- Effective oral and written communication skills
- Long Term Goal – career minded not just short term

Compensation

- Base Salary plus Bonuses
- Paid Time Off

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- Mileage
- Company Phone
- Use of Company Computer
- USA Wrestling Coach and Official Memberships

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Executive Director Contract

- Compensation \$31,200
- Paid Time Off (PTO) 22 total paid days off
- Mileage .30 per mile
- Phone paid for
- Bonus Structure
 - Bonus 1. \$2,500.00 Income from advertising, individual or corporate sponsorship in cash or goods that replace capital expenses from the last year of \$50,000.00 or more.
 - Bonus 2. \$2,500.00 Income from USA membership cards, charters and sanctions totaling \$55,000.00 or more.
 - Bonus 3. \$1,000.00 Earn bonus 1 and 2.
 - Bonus 4. \$2,500.00 Income from advertising, individual or corporate sponsorship in cash or goods that replace capital expenses from the last year of \$75,000.00 or more.
 - Bonus 5. \$2,500.00 Income from USA membership cards, charters and sanctions totaling \$59,000.00 or more.
 - Bonus 6. \$1,000.00 Earn all bonuses 1-5.
 - Bonus 7. \$2,500.00 Income from advertising, individual or corporate sponsorship in cash or goods that replace capital expenses from the last year of \$100,000.00 or more.
 - Bonus 8. \$2,500.00 Income from USA membership cards, clubs and sanctions totaling \$64,000.00 or more.
 - Bonus 9. \$3,000.00 Earn all bonuses 1-8.