



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 ongoing until the position is filled. Start date for this position will be September 1, 2016. If the selected candidate can start prior to September 1, 2016 the organization would be willing to move the start date as early as June 1, 2016

Day-to-Day Duties

- Customer Service – responsible for establishing and maintaining community relations for the Association.
 - Bridge the gap between Folkstyle & Freestyle/Greco-Roman.
- 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 and Events
- Event Management – act as tournament manager for all VAWA championship events as well as help run local tournaments, organize clinics, training days, and national team camps.
- Help clubs grow their membership
- Support Virginia youth wrestling leagues.
- Responsible for the financial management of the organization's travel, through the coordination and planning of travel budgets
- 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
- Experience with Event Management
- Ability to manage and cultivate relationships and work with prospective donors, current donors and volunteers.
- Understanding of amateur wrestling and/or amateur athletics
- Willing to work nights and weekends
- Effective oral and written communication skills
- Long Term Goal – career minded not just short term

Compensation

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| • Base Salary plus Bonuses | • Mileage |
| • Paid Time Off | • Phone Allowance |
| • Health Care Allowance | • Use of Company Computer |
| | • USA Wrestling Coach and Official Memberships |