



All resumes should be sent to [Chris.kelly@Cusaw.org](mailto:Chris.kelly@Cusaw.org) for consideration.

## Colorado USAWrestling Executive Director

### **General Responsibilities:**

The Executive Director is generally responsible for the effective management of the association in all of its duties and responsibilities described in the Executive Directors job description. The Executive Director is also responsible for all employees, both in house and contracted employees which includes hiring, firing, disciplining etc. In particular, the financial management and growth is primary in this responsibility. Accordingly, the following bonus structure will be in place for the 2020-2021 membership year ending August 31, 2021. The Executive Director is responsible for bringing in funds by two principle means. The primary area is by Membership Revenue and its related income from Athletes, Wrestling Leaders, Club Charters and Tournaments Sanctions. Secondly by State Tournaments, Registrations, Regionals and/or National Events, Gear, Sponsorships, Partnerships, Grants or Donations. The Executive Director will need to retain and grow memberships and sponsorships as well as assist in National Team travel and event production, as well as attend a spring event each weekend during the spring season and be available for all national team events as directed by the BOD. The monthly board meetings, as well as Executive committee calls and annual general members meetings will be prepared for by the Executive Director.

Bonuses will be determined by Executive Committee based off the following:

- Functionality of Organization
- Media Presence
- National Team Performance
- Travel
- Camps
- Growth of Tournaments
- Statewide Participation
- Overall Job Performance and Revenue Generation

Duties of the Executive Director include but are not limited to:

### **Event Managements.**

- Ordering and setting up CUSAW Sanctioned Events
- Updating CUSAW public facing website to including all Social Media accounts and CUSAW admin sites.
- Prepare budgets and financial statements to be distributed before monthly/annual board meeting for the year up to date.
- Be the primary contact for corporate sponsors including collections, promotions, contracts, advertising, and so forth.
- Submit a detailed monthly activity report.
- Prepare for and attend a monthly executive meeting.
- Assigning Tournament Operators to events as needed

- Assist Head Official with Mat official needs
- Training and educating individuals in effective tournament operations
- Keep and maintain inventory of CUSAW equipment
- Maintain current list of active Officials with ranking within the state of Colorado

**USA Membership:**

- Approve Clubs and assist with membership growth.
- Contact Clubs as needed regarding membership needs.
- Promotion of Athletes (Athlete of the week, Destine to Shine).
- Promotion of Clubs (Club of the Month).
- Weekly emails to membership regarding upcoming events.
- Creating articles to promote events.

**Revenue and other responsibilities:**

- Golf Fundraiser
- CUSAW Who's #1 Event
- Assist with the sales of gear as needed.
- Trackcast events for High School and all CUSAW when available.

**Other Duties:**

- Responsible for compiling/analyzing various reports and spreadsheets, as directed.
- Annual travel for training seminar
- Track and aggregate competition data
- Brainstorming with other staff and board members in the creation of new events
- Take assignments as directed by Executive Director to support when needed
- Weekly update of task completed submitted to Executive Director/State Chairman
- Supervise volunteer board members in their volunteer duties
- Become trained and efficient in electronic bracketing and pairing.