

USFCA Executive Director Position Description

The Executive Director is the key management leader of the USFCA. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include articulating the unique value proposition of the USFCA in fencing, administering and scheduling of coaches' clinics, fundraising, marketing those clinics, and fencing coach outreach. The position reports directly to the President and then the President reports to the Board of Directors.

GENERAL RESPONSIBILITIES

1) **Board Governance:** Works with board in order to fulfill the organization mission.

- Responsible for leading the USFCA in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Supporting the board and building rapport with its members, to include working closely with the President of the USFCA, and other members of committees such as the Professional Development Committee, and the Certification and Accreditation Board.

2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of USFCA, to include working with the CFO for submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management of coach's clinics and other programs, generally anticipating operating within the approved budget, ensure maximum resource utilization, and maintenance of the organization in a positive financial position.

3) **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through clinics, programs, strategic planning and community outreach.

- Responsible for implementation of USFCA's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that the USFCA can successfully fulfill its Mission into the future.
- Responsible for the enhancement of the USFCA's image by being active and visible in the community and by working closely and building alliances with other professional, civic and private organizations such as: the AAI, US Fencing, NCAA, Safe Sport, etc.
- Responsible for the USFCA to be making progress with Diversity, Equity and Inclusion (DEI) so that women, people of color, LGBTQ people, people with disabilities or religious minorities don't feel disrespected, excluded, or isolated in their roles.

4) **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of the USFCA's operations, in particular the coach's clinics and Annual Conference.
- Responsible for the recommendation of hiring and retention of other competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Responsible for policies to ensure the use of the most relevant and efficient technology the USFCA will need to upgrade for future success.
- Responsible to take the initiative and be an industry thought leader on top of the trends and developments in the fencing coach community.
- Stay in compliance with all laws and regulations noted in the USFCA Bylaws.

Actual Job Responsibilities

1. Engage as the coordinator of regional coaches' clinics, and the annual conference, and administer and develop an outstanding consistent product.
2. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
3. Supervise, collaborate with organization staff, and oversee other positions hired by the USFCA (hired staff for the College committee, CAB secretary).
4. Strategic planning and implementation.
5. Planning and operation of annual budget with the CFO.
6. Planning for methods of developing revenues in regards to clinics.
7. Serve as the USFCA's primary spokesperson to the organization's constituents, the media and the general public.
8. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the USFCA's Mission.
9. Oversee marketing of clinics and other communications efforts for clinics.
10. Participate in organization Board and committee meetings.
11. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
12. Review and approve contracts for services.
13. Other duties as assigned by the Board of Directors.

Professional Qualifications Needed *(if planning on posting position for hire)*

- A bachelor's degree.
- Transparent and high integrity leadership.
- Two to Five or more years senior nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.

- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience helpful. Ability to generate ideas for new clinic revenue streams.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills working with the CFO, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

Although the USFCA's ED job description is for a full-time person, the job right now is part-time. A part-time ED will be expected to fulfill the job description in proportion to the number of hours employed."Part time position starting as 40 hours per month. Hourly rate commensurate with experience but starting at \$20 per hour.

- Part time position currently available starting as 40 hours per month. Hourly rate commensurate with experience but starting at \$20 per hour. Commissions to include 10 % of all net revenue from clinics the ED organizes and oversees. The contract with the ED will be tied to successful performance of the clinics, marketing and strategic planning for those USFCA activities.

Please send your resume to robhandelman@gmail.com to forward to our committee for review.

Thank you,

Rob Handelman, D.C.
Maître d'Armes
President of the
United States Fencing Coaches Association