



Diversity, Equity, Inclusion, and Belonging Senior Manager

Job Description

USA Fencing is the National Governing Body (NGB) for the sport of fencing in the United States. Its mission is to grow and promote the sport of fencing in the United States, honor its rich traditions and achieve sustained international success.

USA Fencing is an equal opportunity employer committed to increasing the diversity of its community. We do not discriminate on the basis of race, color, national origin, gender, age, religion, gender identity or expression, disability, or sexual orientation. To learn more about USA Fencing's diversity, equity, inclusion and belonging efforts, please visit our DEIB page at: <https://www.usafencing.org/deib>.

Summary

USA Fencing is working to advance DEIB in the sport of fencing by providing a comprehensive structure that offers the USA Fencing community opportunities to extend their knowledge, perspectives, and experiences vital to performing effectively in a culturally diverse and globally connected society. The Senior Manager of Diversity, Equity, Inclusion and Belonging (DEIB) is responsible for leading all aspects of the USA Fencing DEIB.

This individual reports to the Director of Education in addition to regular meetings with the Chief Executive Officer (CEO). This position also works closely with all the National Office staff as well as clubs, divisions, tournament staff, volunteers, and the membership.

Primary Duties

- Serve as staff liaison for the DEIB Committee
- Work with USA Fencing Board of Directors, Staff and key constituents and volunteers on educational programming
- Work with Coach Education staff on incorporating DEIB into daily practices
- Develop hiring strategies to build diverse pools of candidates
- Review and update National Office policies and procedures as it relates to DEIB
- Work with USA Fencing Divisions to build robust DEIB policy at the Division level
- Work with USOPC DEI leadership to remain current with required tracking of membership and leadership data
- Assist USA Fencing member clubs on their DEIB efforts
- Develop data points in conjunction with Member Services to establish benchmarks and goals for USA Fencing membership

- Explore grants and funding opportunities for advanced DEIB growth efforts
- Coordinate events, workshops and training seminars dedicated to DEIB Education
- Due to the small number of employees in the National Office, various requirements may arise that requires the CEO to assign duties that may not be specified in this job description.
- Identifying and recruiting candidate from under-represented background to serve in volunteer capacities within the USA Fencing community.
- Support DEIB committee chair in committee administration, communications, activities and interfacing with other constituents and committees within USA Fencing to execute DEIB strategy.

Qualifications

- Bachelor's degree with at least 3-5 years of experience in leading programs dedicated to DEIB
- Strong organizational and problem-solving skills; self-starter with the ability to manage priorities and workflow
- Commitment to excellence and high standards
- Versatility, flexibility, and a willingness to work within constantly changing priorities
- Ability to travel as needed (approximately 10%)
- Excellent customer service skills
- Enjoys being part of improving and streamlining processes
- Ability to work independently and as a member of various teams and committees
- Proven ability to handle multiple projects and meet deadlines
- Good judgment with the ability to make timely and sound decisions
- Ability to work on complex projects with general direction and minimal guidance
- Strong interpersonal skills
- Ability to understand and follow written and verbal instructions
- Ability to work and communicate effectively with a diverse group of individuals at all organizational levels

Competencies:

- **Communication:** Writes and speaks clearly and informatively; Edits work for spelling and grammar; Listens and gets clarification; Presents numerical data effectively; Participates in meetings.
- **Diversity:** Demonstrates willingness to gain knowledge of EEO policies; Shows respect and sensitivity for cultural differences; educates others on value of diversity; promotes a harassment-free environment.
- **Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

- Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Technical Skills: Assesses own strengths and weaknesses; Willingness to pursue training and development opportunities offered by the company; Strives to continuously build knowledge and skills; Shares expertise with others.
- Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Starting Salary Range

- \$60K To \$75K annually – Commensurate with experience

Benefits Offered

- Paid vacation, personal and sick time
- 9 paid holidays per year
- 401(k) retirement plan, with employer match
- Comprehensive benefits package (medical, dental, vision, life insurance)

Other Information

- The USA Fencing National Office is located in Colorado Springs, CO; ability to work from the National Office or remotely
- This is a full time non-exempt position with competitive pay and flexible schedule.

Application Process

Position is open until filled. For full consideration, please submit a cover letter and your resume to kdeschenes@kdhrconsulting.com.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.