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Job Title: Director, USA Curling Foundation
Department(s): USA Curling Foundation
Location: Eagan, MN (remote work available)
Reports To: Chief Executive Officer, USA Curling
Employment Type: Full Time Exempt

The United States Curling Association (USCA), more commonly known as USA Curling, is the National Governing Body of the Olympic sport of curling and the Paralympic sport of wheelchair curling in the United States.

The mission of USA Curling is to enable United States athletes to achieve sustained competitive excellence and to promote and grow the sport of curling in the United States. Through providing resources and programming for athlete, coach, officiating, and club evolution, USA Curling is committed to developing pathways that continue to grow the sport and foster a community that is inclusive to all. USA Curling is a member of the World Curling Federation and the United States Olympic & Paralympic Committee.

The USA Curling Foundation is the newly incorporated non-profit fundraising organization for USA Curling. As a 501(c)3, the Foundation raises funds to support athlete training, coaching, development, competition, and educational needs.

Position Summary -

As Director, USA Curling Foundation, this position will be responsible for the philanthropic and fundraising activities for the newly created USA Curling Foundation. This position will report directly to the Chief Executive Officer of USA Curling as well as the USA Curling Foundation Board of Directors.

Essential Functions/Responsibilities -

- Develop a holistic strategic plan for the Foundation's philanthropic platform
- Develop revenue generating and fundraising activities to support USA Curling and its Foundation
- Establish a CRM system for tracking fundraising and philanthropic activity
- Create budget and financial projections for fundraising activities
- Cultivate relationships with USA Curling Board of Directors, members, stakeholders, and staff
- Pursue potential grant opportunities
- Prepare executive-level reports, presentations, verbal briefings, and other documents as requested
- Perform other duties as assigned

Experience -

- 3+ years of proven professional work experience in revenue generation, fundraising and philanthropy
- Demonstrated success in event/project/program management
- Self-starter who can formulate and implement strategy
- Passion for the Olympic movement and sport preferred

Education -

- Bachelor's degree required; Master's or Certified Fund Raising Executive (CFRE) preferred

Performance Requirements/Skills -

- *Strong organizational and problem-solving skills; able to manage priorities and workflow*
- *Commitment to excellence and high standards*
- *Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm*
- *Creative and innovative team player*
- *Passion, enthusiasm, focus and a positive outlook*
- *Professional appearance and demeanor*
- *Willingness and ability to travel and attend events as required*
- *Acute attention to details*
- *Excellent customer service skills*
- *Ability to work independently and as a member of various teams and committees*
- *Proven ability to handle multiple projects and meet deadlines*
- *Excellent verbal and written communication skills*
- *Ability to work and communicate effectively with people at all levels and from various backgrounds*

Working Conditions & Physical Demands -

Normal office environment. May require prolonged sitting, some bending, stooping, and stretching. Occasionally working USA Curling events may require long periods of standing and walking. Occasionally lifting equipment for display tables and/or other promotional items weighing up to 30 pounds. Requires eye-hand coordination and manual dexterity enough to operate a keyboard, photocopier, telephone, calculator, and other office equipment. Requires normal range of hearing and eyesight to communicate clearly and effectively with existing and potential new clients.

Equal Employment Opportunity -

USA Curling provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Application Process & Hiring Requirements -

- Apply via email to USCAHR@usacurling.org
- Include cover letter, resume and professional references
- Position will remain open until filled
- Selected candidate must successfully pass a USA Curling background screen and SafeSport training