



Position Description

Manager, Facility Relationships & Event Sanctioning

Organization Overview

USA Racquetball (USAR), founded in 1969, is recognized by the U.S. Olympic Committee as the National Governing Body for the sport. The organization, which serves more than 12,000 members, annually conducts six National Championships for players of all ages and skill levels. The organization also organizes the Adult and Junior U.S. National Racquetball Teams, oversees the Official Rules of Racquetball, administers National Player Rankings, manages a college scholarship program, and supports the introduction of new players to the sport.

Position Overview

The Manager, Facility Membership & Sanctioning will serve as an integral part of the USA Racquetball leadership team. This individual will play a critical role in the success of the organization in its pursuit of strategic goals. Through close collaboration with individual membership staff, this person will expand the reach of USA Racquetball through strong relationships with racquetball clubs and facilities as well as state racquetball associations.

Responsibilities

Facility Relationships and Services

- Develop and manage database of racquetball clubs, facilities and programmers
- Cater services and products to the needs and wants of club and facility personnel and effectively market those services and products
- Manage and promote the USA Racquetball Instructor Program
- Build club and facility membership program and associated revenue

Event Sanctioning

- Analyze and develop services to better align sanctioning benefits with client demands
- Construct and carry out marketing strategies to increase event sanctioning
- Clearly communicate expectations of sanctioned event directors and evaluate individual event directors
- Manage insurance policies related to sanctioned events

League Development

- Analyze and develop services to better align league sanctioning benefits with client demands
- Construct and carry out marketing strategies to increase league sanctioning

State Association Relations

- Serve as the primary liaison with state racquetball associations
- Clearly communicate expectations of state racquetball associations and evaluate individual association performance
- Manage membership rebate program
- Organize educational opportunities for state racquetball association representatives

Rules Administration

- Serve as the primary staff representative on Rules matters, including revisions and education
- Manage the Referee Certification program

Required Skills

- Intellectual curiosity
- Sales orientation
- Customer service mentality
- Entrepreneurial spirit
- Strong telephone skills
- Solid oral and written communications skills
- Desire to work collaboratively in a team environment, strong interpersonal and teamwork skills
- Knowledge of standard office practices and procedures, including computers and software applications
- Ability to multi-task and to adapt quickly to changes in work priorities and needs

Reporting Relationships

Reports to Executive Director.

Key Relationships

Club/facility personnel, state association representatives, event directors, USAR staff, USAR members, Master Professionals

Physical/Travel Requirements

General office work environment. Some travel may be required.

Time Commitment

Full-time.

Compensation/Benefits

This is a full-time position located out of the Colorado Springs headquarters. Compensation is commensurate with experience. A comprehensive benefits package is provided.

Application Process

Please send a resume and brief cover letter describing your interest in and fit for the position with Director, Facility Membership & Sanctioning in the subject line to bpyle@usra.org. Applications will be accepted as long as this position is posted at USARacquetball.com.