

## Challenged Athletes Foundation

### Job Description

January 2018

**POSITION TITLE:** Director of Programs  
**REPORTS TO:** Associate Executive Director  
**FLSA STATUS:** Exempt / Full Time

#### **Position Summary:**

The Director of Programs will play an instrumental role on the Challenged Athletes Foundation Staff leadership team, with a special focus on CAF's mission, to provide opportunities and support to people with physical challenges so they can pursue active lifestyles through physical fitness and competitive athletics.

The Director of Programs will provide oversight and leadership to the Programs team and its initiatives to successfully execute the existing programs, which include Grants, Camps and Clinics, Mentorship, Operation Rebound and Community Outreach.

The Director of Programs will collaborate with the Associate Executive Director and the leadership team to align the Programs department's goals with the organization's strategic goals and key initiatives, to ensure that CAF's mission and impact is forefront and represented in everything we do.

#### **Essential Job Functions**

- Elevate the challenged athlete experience to position an "athlete first" strategy as a thread through Programs, Events, and athlete offerings.
- Develop new programs approved by Board of Directors as part of CAF 25<sup>th</sup> anniversary goals: Regional impact both in Northern CA and the NE region of the USA; Access to high school sports for students with physical challenges.
- Take the lead role on research –create meaningful qualitative and quantitative data from our existing platform as well as work with leadership team on identifying research projects to support CAF's strategic goals.
- Manage an internal team of (4) FT employees, (2) external FT employees plus departmental interns; provide the team with professional guidance and mentorship to help create career paths and growth opportunities.
- Build a departmental culture of collaboration, teamwork, fun, and openness that carries over to the entire organization.
- Work to build departmental processes and procedures for maximum efficiency and evaluate department's workload to eliminate marginal projects while elevating top initiatives.
- Assure CAF program offerings are exceptional quality with maximum impact.
- Build national awareness of CAF and create relationships and partnerships with leaders and organizations within our industry.
- Build relationships with CAF athlete spokespersons and other challenged athletes. Identify our next generation of spokespeople and evolve and expand our athlete ambassador program.

- Build relationships with key CAF stakeholders including donors, sponsors, BOD, and volunteers.
- Be current on trends within the industry.
- Create and Manage Programs Department budget; oversee development of annual departmental Operational Plan.

### **Required Knowledge, Skill and Experience**

- **Passion for Helping Challenged Athletes Succeed in Sports and Life**
- **Superb Management Skills:** Ability to motivate and lead teams, both internal and external, while being a collaborative team player.
- **Project Management:** Self-motivated and organized, with high-level attention to detail and ability to function with limited support.
- **Experience building business plans, budgets, strategic operating plans:** Critical as CAF develops new programs and offerings.
- **Strong Communicator:** Strong oral and written skills and ability to speak in public, to the media, or to donors and sponsors as necessary. Professional, friendly and outgoing disposition with a willingness to represent CAF at a variety of organizational events.
- **Commitment to Quality:** Work with colleagues, vendors and partners to maintain highest standards, consistent with CAF's strategy to deliver "Gold Standard" offerings to challenged athletes.
- **Industry Experience:** Knowledge of the disabled population, Adaptive Sports groups and Disabled Sports events; passion for fitness and sports required.
- **Commitment to Customer Service:** Ability to positively interact and solve problems for CAF's core constituency including challenged athletes, sponsors, donors, volunteers a must.

### **Minimum Qualifications**

- Preferred candidate will have: College Degree (B.S./B.A.) or higher in a field that supports this role.
- Minimum of ten years' experience working with organizations or programs designed to benefit people with physical challenges; or comparable experience.
- Minimum of ten years of Management experience, managing and motivating a team (experience managing external employees' a plus).

- Strong computer skills including Microsoft Office software programs, PowerPoint or Keynote or similar online presentation tools. Some experience in Photoshop, Illustrator, or InDesign required. Experience working with a CRM system.
- Own transportation required. Must be willing to travel, work evenings/weekends.
- Embrace our mission by living by example, incorporating a healthy, active lifestyle.

### **Physical Demands**

Must occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Compensation**

All applicants are required to provide their salary requirements when submitting a cover letter and resume to [HR@challengedathletes.org](mailto:HR@challengedathletes.org).