



Job Description: CAF-Idaho Regional Director

Reports to: Chief Programs Officer

The Organization

The Challenged Athletes Foundation® (CAF) is a world leader in helping individuals with physical challenges get involved – and stay involved – in sports and fitness. CAF believes that participation in sports at any level increases self-esteem, encourages independence, and enhances quality of life. Celebrating our 27th Anniversary, more than \$100 million has been raised and over 23,000 funding requests from challenged athletes in all 50 states and 70 countries have been satisfied. Additionally, CAF's outreach efforts impact another 60,000 individuals each year. The CAF is headquartered in San Diego with regional offices in New York City, New York, San Francisco, California and Boise, Idaho. This is a full-time, exempt position.

Position Overview

Working under the leadership of the CAF Team, this Regional Director will work in Boise, Idaho and help develop **Challenged Athletes Foundation -Idaho (CAF-Idaho)** to be the premier hub for adaptive sports serving civilian and military populations with physical disabilities across the state, in partnership with The J.A. and Kathryn Albertson Family Foundation housed in the Idaho Outdoor Fieldhouse.

Essential Duties and Responsibilities

- Act as liaison on the ground in Idaho to steward the growth of **CAF-Idaho** region through the adaptive sports community, Mission 43 Program, local companies and supporters and existing CAF partners and stakeholders.
- Collaborate and build relationships with J.A. + Kathryn Albertson Family Foundation staff, existing adaptive sport organizations and challenged athlete community to gain the voice of the athlete, the community and build something unique to the region.
- Implement programs, events and initiatives that include Grants, Camps and Clinics, Mentorship, Operation Rebound and Community Outreach that adhere to CAF high standards.
- Develop and lead in the execution of the Idaho Mountain Games in 2023
- Organize and plan the sports clinics and camps that CAF will host to serve the need, sport mix and can utilize venues where J.A. + Kathryn Albertson Family Foundation has already invested like Bogus Basin, Boise White Water Park, Rhodes Park + Treasure Valley YMCA.
- Evaluate and plan community events like CAF Grant Night, inclusive workouts and other awareness building events to engage challenged athletes in Idaho.
- Engage with and utilize existing CAF challenged athlete ambassadors, supporters and volunteers to raise awareness to help grow region.
- Recruitment, evaluation and encouragement of CAF grant recipients across all sports and demographics utilizing CAF grant software and criteria.
- Build relationships with CAF athlete spokespersons and other challenged athletes. Identify our next generation of spokespeople and evolve and expand our athlete ambassador program.

- Share CAF program culture in Idaho that is authentic and ensures an achievable strategy and timeline to build sustainable long term sports access and opportunities for challenged athletes in the state.
- Serve as the local “face” of **CAF-Idaho** by actively engaging in all CAF and appropriate community activities, sports clinics and camps, events and other that may include weekends and nights.
- Create and manage budgets, track and report on progress to goal.
- Grow and maintain region’s database on CAF CRM system.
- Participate in weekly CAF meetings and keep team informed about current and active trends, competitors and Idaho ways that intersect our efforts to build a strong **CAF-Idaho** region.
- Excellent written and verbal communication, mobility, hear, drive - valid driver license - pass background check, must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Bachelor’s degree and a minimum of 7 years of strong relationship/region/project building experience or an equivalent combination of education and experience.
- **Adaptive Sports Experience:** Knowledge of the disabled population, Adaptive Sports groups, events and community; passion for fitness and sports is a plus.
- **Superb Communicator:** Exceptionally strong communicator, with strategic thinking, analytical skills and attention to detail. Ability to communicate 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 multi-task and function with limited support in remote office.
- **Collaboration Skills:** Demonstrated ability to work collaboratively with teams, cross functionally with Board members and volunteers.
- **Computer Skills:** Must be adept at Microsoft Office software programs, PowerPoint or Keynote or similar online presentation tools. Some experience in Photoshop, Illustrator, or InDesign is a plus. Experience working with a CRM system.
- Embrace our mission by living by example, incorporating a healthy, active lifestyle.
- Willingness to travel and be available for work in the evenings or weekends related to events or site visits.
- Ability to interact with physically challenged persons and be an advocate of disabled athletics.
- Must occasionally lift and/or move up to 25 pounds. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Compensation:

All applicants are required to provide their 1. salary requirements when submitting a 2. cover letter and 3. resume to HR@challengedathletes.org.

CAF offers a competitive compensation package, commensurate with experience. Offer of employment is contingent upon successful background check.

Diversity and inclusion are a critical component of our business strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team. Learn more about our commitment here: <https://www.challengedathletes.org/diversity-and-inclusion-policy/>

CAF is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.