



## Challenged Athletes Foundation

**POSITION TITLE:** Regional Programs and Community Relations Manager – Northern California

**REPORTS TO:** Regional Senior Programs Manager

**FLSA STATUS:** Exempt/Full Time

Remote work

### **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. Since 1994, more than \$134 million has been raised and over 35,000 funding requests from challenged athletes in all 50 states and dozens of 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, San Francisco and Boise, Idaho.

### **Position Summary:**

The Regional Programs and Community Relations Manager-Northern California will be a member of CAF's National Programs Department and will contribute to CAF's overall National and Global Program Strategy. Other Regional Program and Community Relations Managers within the Department operate in San Diego, CA; Idaho; and in the Northeastern USA.

This position's primary focus will be to expand CAF's outreach and mission in Northern California by providing opportunities and support to people with physical challenges so they can pursue active lifestyles through physical fitness and competitive athletics. This will be accomplished by creating and executing an annual calendar of events to include adaptive sport camps and clinics and by building a robust CAF Community of challenged athletes, their families and adaptive sport professionals in the region.

In addition, this position will provide general support and assistance to the CAF Northern California team and will build relationships with key CAF stakeholders including donors, sponsors, BOD, and volunteers.

### **Essential Job Functions and Accountabilities**

With guidance and work direction from CAF Programs Department and Northern California Team:

#### **CAF Camps & Clinics/Programs**

- Support the CAF Northern California Region with strategy and vision for development of new clinics & camps.
- Lead the planning of all adaptive sport camps and clinics hosted in the CAF Northern California Region to include recruitment, execution, travel coordination, communication and follow-up (including recaps).
- Promote positive and open communications with clinic sponsors, adaptive sports organizations and all third parties involved.
- Support the development and execution of the High School Adaptive Sports Program (HSASP) within the region.

#### **CAF Grant Program**

- Through increased regional outreach, grow the number of challenged athletes from Northern CA applying for annual CAF grants.
- Support Program Department by assisting with review of annual CAF Grant applications under the guidelines and guidance of the Programs Grants Team.
- Help coordinate local grant presentations to local challenged athletes.
- Assist in other grant program duties as determined by the Grants team.



### **Athlete Recruitment and Outreach**

- Enroll new challenged athletes into Northern California CAF Community through athlete intake forms and other direct athlete follow-up.
- Welcome new athletes and their families into CAF community and help navigate their journey through programs and events. Document through CRM system.
- Create relationships with community partners for new athlete acquisition. Examples of community partners include Rehab Hospitals, Prosthetic Offices, Adaptive Sport Groups, etc.
- Host quarterly events focused on growing the CAF Community and providing meaningful content.
- Represent CAF at Northern CA community events, conduct public speaking as needed.
- Generate positive energy in the Northern California community.

### **Role in CAF Signature events including Celebration of Heart Gala, MDC, CAF Community Weekend/San Diego Triathlon Challenge**

- Serve as an athlete liaison for all CAF signature events in the region. Help with itineraries, travel arrangements and responsibilities of those attending.
- Help in identification and invitation of new Northern California athletes/families to attend SDTC weekend.
- Complete duties to be assigned throughout SDTC weekend (Thursday – Sunday).
- Assist with family travel arrangements and coordination of CAF Northern California athletes and supporters' schedules.
- As needed, support additional elements to execute a positive experience for all attending from Northern California.

### **General Support of Regional Activities**

- Work in CAF's databases and email communication platforms to manage registration, promote activities and track athlete data
- Support CAF's social media and digital promotion for regional activities
- Assist with coordination and growth of other program related events such as sponsored competitions, community events, and fundraising initiatives
- Help identify and schedule challenged athlete speakers to represent CAF in the community. Coordinate follow-up and process stipend payments for speakers
- Evaluate and plan community events like CAF Grant Night, inclusive workouts and other awareness building events to engage challenged athletes
- Engage with and support work of the Regional Director. Build relationships with key CAF stakeholders including donors, sponsors, BOD, and volunteers.
- Assist with NorCal Cycling Club ride coordination and communications.

Willingness to take Safe Sport certification and other CAF HR training courses as requested.

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.

### **Minimum Qualifications:**

Preferred candidates will have College Degree (B.S./B.A.) or higher preferred along with relevant work experience or knowledge of programs designed to benefit challenged athletes (people with permanent physical disabilities).

Must have own transportation, be willing to travel and available to work evenings and weekends. CAF primarily operates during the normal business hours for 9:00 a.m. to 5:30 p.m. Valid driver's license and ability to drive CAF vehicle.

Must possess excellent communication and writing skills in proper English.



High level of proficiency with MS Word, MS Excel, MS Power Point, Outlook, email communication platforms or similar online communication tools. Experience working with a CRM system a plus. Ability to quickly learn new software and technology.

### **Skills, Abilities & Experience**

Experience in therapeutic recreation, recreation management and developing programs for individuals with a physical disability is beneficial.

**Passion for Helping Challenged Athletes Succeed in Sports:** Must have a deep commitment to and experience with creating and implementing programs that build confidence and athletic proficiency. Experience working with different types of disability groups and understanding of their unique requirements is required.

### **Function as team player**

- To include a respectful and positive attitude, honest work ethic and ability to support the overall goals of CAF.
- To always act as a professional representative of CAF both internally to all staff, volunteers and Board Members and externally to outside donors, fundraisers, suppliers, volunteers and all third-party constituents.
- To be conscience and detail oriented internally and externally in regard to all work, e-mail correspondence, communications, correspondence, direct mail and any piece of work that has the CAF name associated to it. This includes thoughtful presentation of the message, correct use of spelling and grammar, no slang, profanity or questionable content.

**Project Management:** Self-motivated and organized, with high-level attention to detail and ability to function with limited support. Prioritization is highly important, along with the ability to manage projects from initiation to completion and delivery with minimal oversight.

**Strong Communicator:** Strong oral and written skills and ability to speak in public, to the media, or to sponsors is necessary. Professional, friendly and outgoing disposition with a willingness to represent CAF at events required.

**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 other disability groups and programs a plus; Passion for and knowledge of sports required.

**Commitment to Customer Service:** Ability to interact in a positive way with and solve problems for CAF's core constituency a must.

### **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). In your cover letter, tell us why you are a great fit for the role and share why. This is an opportunity to let your personality shine through so please write your cover letter in your authentic voice.

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.