



Challenged Athletes Foundation

POSITION TITLE: Programs Manager, San Diego

REPORTS TO: Senior Programs Officer

FLSA STATUS: Exempt / Full Time

Hybrid in office and remote work (Must live in San Diego area)

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 Programs Manager will play an instrumental role on the Challenged Athletes Foundation Staff 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.

Support the programs team and its initiatives to successfully execute the existing programs, which include Grants, Camps and Clinics, Mentorship, Operation Rebound and Community Outreach.

Essential Job Functions

Clinics and Program Department Activities

- Responsible for Southern California and national (non-regional) camps, clinics as assigned
- Work within Programs Department to increase the community outreach and to expand mentoring nationwide including peer visits, new athlete introductions and consults
- Assist with building relationships and awareness program with Health Care Facilities in Southern California and serve as liaison for CAF
- Assist in identifying events where CAF should have a presence and coordinate the travel plans and staffing, i.e. Endeavor Games, National Junior Disability Championships, Amputee Coalition of America Conference.

Athlete Relations, Ambassador and Community Outreach

- Serve as a primary CAF spokesperson and Ambassador
- Build community on social media- develop a strategy with Social Media Manager to lead challenged athlete social media community building
- Assist in developing content, blog posts with Social Media Manager
- Build relationships with CAF athlete spokespersons and other challenged athletes. Assist in the Identification of our next generation of spokespeople and evolve and expand our athlete ambassador program.



- Assist in the coordination of challenged athlete appearances at fundraisers, schools and community-related events
- Acquire new athletes for all our programs and mission fulfillment.

Athlete Relations

- Gain familiarity with our current grantees and new applicants in order to identify potential representatives and stories by supporting Grants Team in reviewing applications
- Building connections and contributing to our database of athletes, coaches, and administrators, especially in Southern California and in regions specified as important in partnerships/partner contracts
- Collaborate with internal CRM administrator for meaningful and effective reporting from data platforms
- Be current on trends within the industry and lead “voice of athlete” for the organization
- Elevate the challenged athlete experience to position an “athlete first” strategy as a thread through Programs, Events, and athlete offerings.

Support Development, Business Development and Fundraising Activities of the organization

- Work closely with Development team to plan and prepare for major donor solicitations, personally attend or identify appropriate athlete to join
- Assist in fulfillment of corporate grant agreements (ie- prosthetist recognition)

General

- Help build a departmental culture of collaboration, teamwork, fun, and openness that carries over to the entire organization.
- 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.

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.

Compensation

All applicants are required to provide their salary requirements when submitting a cover letter and 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.