US Sailing
Events Director
Job Description

Our Mission:

Increase sailing participation and excellence through education, competition, and equal opportunity, while upholding the principles of fair play, sportsmanship, and safety.

Our Vision for the Future of Sailing:

Sailing has become a rapidly growing sport in the US, driven by innovations in access and education, and inspired by American success in international competition. The diverse sailing community is aligned around common goals for the sport. Sailing has been embraced by the public as being inspiring, inclusive and accessible.

Our Values:

- Respect
- Integrity
- Excellence
- Collective Success
- Clarity and Transparency
- Sustainability

Position Summary

In support of US Sailing’s mission to grow and strengthen the sport of sailing, the Events Director is responsible for envisioning, planning, & executing all key events for the business. This role requires a strong leader with excellent organizational, budgeting & time-management skills. A successful individual would support US Sailing execute historically held events (NSPS, SLF, YOY, Coach Symposium, Stakeholder Summit etc.) and develop strategies for new event opportunities. This role will be tasked with growing the variety of US Sailing events to reach and impact all various constituents of US Sailing. The Events Director will also participate in key fundraising event efforts to ensure the highest quality experience for all potential donors, members and staff.

This role irregular work hours, including nights and weekends. It will also require travel throughout the United States, as well as the potential for international travel. It requires immaculate attention to detail surrounding planning, logistics, and legal requirements. The need for coordination of people, resources, and finances is instrumental to the success of this role. The Events Director will be a critical member of the organization as they help the leadership team re-invent events with an innovative and fresh approach. The Events Director will report to the Chief Financial Officer and work closely with the Chief Development Officer, Chief Marketing Officer, Senior Vice President Programs and Services, and the Chief Executive Officer, as well as other members of the US Sailing Association team.
**What you’ll be doing:**

- Manage all aspects of an event from pre-planning, determining resource needs, pre-event marketing, and on-site coordination, to post event follow up
- Plan and organize events in accordance with financial and time restraints
- Research and book appropriate venues
- Plan, schedule and organize time slots and speakers at event
- Look for and compare different vendors (catering, decorators, musicians etc.)
- Negotiate with vendors
- Evaluate personnel needs and communicate with management
- Handle, coordinate and oversee all event operations
- Track the overall event expenses regularly
- Carefully supervise event preparation activities
- Offer solutions to resolve problems in a timely manner
- Maintains current knowledge of event planning standards and trends by attending seminars, consulting with other professionals, and reading trade publications.
- Analyze and evaluate event’s results

**Who you are:**

- Minimum 3 years progressive experience and a demonstrated track record of accomplishments in event planning, execution and management
- Portfolio of successful events
- Great interpersonal and communication skills
- Ability to indirectly influence co-workers, volunteers and other engaged parties
- Develop effective and collaborative relationships with internal and external stakeholders
- Demonstrated project management skills
- Excellent written and oral communication skills
- Ability to multi-task and adapt to changing priorities and duties
- Strong Microsoft Office skills
- BA in hospitality management, public relations or similar relevant field
- Belief in the Olympic movement
- Appreciation for the sport of sailing

**Benefits and Perks:**

- Medical insurance
- Vision insurance
- Dental insurance
- 403(b) with company match up to 5%
- Life insurance
- Long and short term disability insurance
- Paid time off, Sick, and Vacation time
- Access to free gym Membership at Roger Williams University campus
- Access to Roger Williams University cafeteria and lunch options
- Discounts to West Marine 5-60%
- Complimentary US Sailing Membership

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

US Sailing provides a vibrant work environment that values creativity, teamwork, and respect. As part of our dedication to the diversity of our workforce, US Sailing is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital/domestic partner status, military and veteran status, genetic information or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) applying for this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the candidate will possess the skills aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Please submit resumes and letters of interest to ReneeWetterland@ussailing.org