USA Climbing - Chief Executive Officer Position Description
April 2018

Position Overview
USA Climbing is the national governing body for the sport of competition climbing in the United States. Its mission is to promote the growth and success of the sport of competition climbing in the United States while generating sustained competitive excellence for United States athletes in international competition, including with respect to the sport’s Olympic debut in Tokyo, Japan in the summer of 2020. The CEO reports to the USA Climbing Board of Directors (the “Board”). See Bylaws, Article 14:
http://www.usaclimbing.org/Assets/USA+Climbing/USA+Climbing+Digital+Assets/Documents/USA+Climbing+ByLaws.pdf

The CEO will, among other things, directly or by delegation:

• Oversee the staff and the staff’s ethical and competent implementation of the Board’s strategic direction;
• Present to the Board for approval strategies for achieving USA Climbing’s mission, goals and objectives;
• Be responsible for resource generation and allocation;
• Act as USA Climbing’s spokesperson (with the President of the Board);
• Prepare and submit annual, and to the extent feasible quadrennial, budgets to the Board; and
• Perform all functions as usually pertain to the office of CEO.

Desired Outcomes

• Continued/accelerated growth in membership, competition participation and sponsorships, with high level of member satisfaction;
• Successful Tokyo 2020 Olympic participation;
  o Athletes prepared, competitive with medal potential/wins
  o Coaches (US Team coaches and other certified coaches) leading state of the art training regimens, techniques, preparedness;
  o Ongoing Olympic participation after 2020;
  o National training center planning and execution.
• Organizational growth and development commensurate with sport development and with high level of financial management.

Leadership Qualities

• The ideal candidate will have:
  o senior leadership-level or director-level experience working inside an NGB during its transition from pre-Olympic sport to Olympic sport;
    OR
  o Minimum 10 years senior leadership experience with fast growing small businesses and/or non-profits with national/international reach (employee size 10-25);
• WITH:
  o Track record, including strong references, of articulation and long term support of a clear vision for the team, inspiring/motivating/incentivizing/bonding junior members in a culture of building for the future, constant learning, improving, and camaraderie.

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Essential Job Functions

Without limiting the foregoing, and in light of the organization’s current strategic objectives, the CEO is expected to perform the following job functions directly or by delegation:

- Develop strategies for sponsorship and other fundraising activities;
- Develop strategies to grow the sport’s media exposure, including through television and digital media;
- Develop the USA Climbing brand and lead the effort to communicate and grow the brand;
- Develop and maintain key trust relationships, including:
  - USAC staff
  - USAC Board
  - Climbing community: Gym owners, coaches, elite athletes, parents, volunteers
  - International federation (IFSC)
  - USOC
  - Key Sponsors
- Maintain a high level of relevant industry knowledge;
- Represent USAC in relations with the IFSC and at international functions and events;
- Plan, compose, and manage budgets for all events and programs, from conception to execution;
- Develop strategies for increasing participant engagement, including in underserved communities;
- Oversee the management of committees and task forces;
- Enforce adherence to legal guidelines and in-house policies;
- Review financial and non-financial reports to devise solutions or improvements;
- Manage expenses pursuant to budget;
- Analyze problematic situations and occurrences and provide solutions;
- Be a positive representative of the organization; and
- Conduct all activities with the highest degree of professionalism and integrity.

Additional Requirements

- Bachelor’s degree or equivalent experience;
- Proven experience as CEO or in other managerial position;
- Experience in developing strategies and implementing vision;
- Familiarity with diverse business functions such as marketing, public relations, budgeting and financial management;
- Knowledge of corporate governance and general management best practices;
- Competition climbing industry knowledge;
- An entrepreneurial mindset with outstanding organizational and leadership skills;
- Analytical abilities and problem-solving skills;
- Excellent written communication and public speaking skills;
- Outstanding time management and organizational skills;
- Ability to travel as needed;
- Availability to work extended hours including nights, weekends, and holidays; and
- Background screening and other documentation.

Commitment to Diversity

USA Climbing is committed to providing equal opportunity to amateur athletes, coaches, trainers, managers, administrators, and officials to participate in climbing competitions without discrimination on the basis of race, color, religion, age, gender, sexual orientation or gender identity, or national origin. Diversity at all levels of USA Climbing is desirable, including among the USA Climbing staff, membership of the Board and Committees, and among its athletes. Open discussion and the presentation of a diversity of views is encouraged.