

World All Star Federation

Executive Director

Position Summary

The Executive Director will serve as the chief administrator for the World All Star Federation, providing leadership and implementing policies and programs to carry out the work of the federation.

Key Responsibilities

- Understand anticipate potential opportunities and challenges in the marketplace that may affect extension renewal of existing or new agreements.
- Reports to the Board of Directors, maintaining open communication and disclosure of the conditions, operations, and needs of the organization.
- Drafts, presents, and recommends WASF policies and programs to the Board.
- Oversees preparation of the annual budget.
- Facilitates periodic audits and compliance activities for the federation.
- Supports and directs public relations activities to build and maintain relationships with other organizations and the public.
- Develop the WASF plans and oversee the implementation.
 - Long range calendar of events.
 - Annual Federation General Meeting.
 - Annual Training Plan for athletes, coaches, volunteers, event producers, and judges.
- Develop safety training program for athletes and coaches.
- Oversee the production of educational materials for conferences.
- Collaboration of marketing initiatives to promote the brand.
- Executes other duties as requested by the Board of Directors.
- Performs other related duties as assigned.

Required Skills/Abilities

- Strong supervisory and leadership skills with the ability to develop and communicate the organizations mission and vision.
- Excellent verbal and written communication skills.
- Ability to establish and maintain working relationships with coaches, event producers, judges, and spirit community at large.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times, stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience

- Bachelor's degree in related field required, Master's degree preferred.
- At least three to five years of spirit industry (business) administration and/or experience related to the organizations industry required with supervisory and leadership experience preferred.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.