

**US Lacrosse**, the national governing body of lacrosse, announces an opening for a **WOMEN'S GAME DIRECTOR**.

If you're looking for a dynamic atmosphere surrounded by supportive, fun and passionate co-workers, then US Lacrosse is the place to be. We're the people behind the fastest growing sport in the nation. We offer great benefits, competitive salaries, including 100% employer paid medical, dental, life and long-term disability, a retirement savings plan and a customized staff and leadership development program.

**About US Lacrosse**

US Lacrosse, a 501(c) (3) nonprofit association, is the national governing body of lacrosse. The organization has nearly 350,000 individual members within 62 regional chapters throughout the country and employs a national staff of 60 at its Baltimore headquarters. US Lacrosse provides a leadership role in virtually every aspect of the sport throughout the United States, and offers numerous programs and services to its national membership and more than one million lacrosse enthusiasts throughout the country.

**General Description:**

The Women's Game Director is responsible for managing the Women's Game volunteer structure of US Lacrosse, and provides counsel and direction to volunteer leadership in developing appropriate strategies to support and implement organizational priorities relating to women's lacrosse, with a particular focus on the high school and youth game. The Women's Game Director also serves as the US Lacrosse women's lacrosse game expert and is the primary staff liaison to the leadership of the Women's Game Committee and subcommittees. Works closely with the Men's Game Director to identify areas of operational collaboration and consistency between game structures.

**Specific Duties and Responsibilities:**

- Counsel the US Lacrosse staff and volunteer leadership on issues and initiatives related to women's lacrosse
- Provide strategic guidance and direction to the Women's Game Committee and its leadership
- Coordinate, facilitate and participate in all Women's Game Committee/Subcommittee meetings and conference calls
- Develop and manage an annual budget for US Lacrosse Women's Game operations
- Serve as the staff liaison to provide guidance and budgetary oversight for identified components of the Women's Game structure, currently including Youth, Coaches, Officials, Intercollegiate Associates (College Club), Post College Club, Safety Education, Rules, Recognition, Hall of Fame, and Women's National Team.
- Serve as an ex-officio member of each Women's Game Subcommittee
- Coordinate, facilitate and participate in subcommittee conference calls and meetings. (Calls and meetings often occur during non-traditional work hours and on weekends).
- Work with Sport Development staff on relevant safety and education initiatives involving women's lacrosse.
- Attend Women's National Team events, as necessary, including tryouts, exhibitions and international competitions.
- Attend and support US Lacrosse special events as needed.

- Public speaking, reporting and giving presentations about the women's game at meetings, conferences and promotional events will be required.
- Manage support staff. (Current position includes Women's Division Associate).
- Serve as the primary information source for women's game inquiries from US Lacrosse members, constituents and the general public.
- Represent US Lacrosse to affiliated women's lacrosse groups and boards (i.e. NCAA, IWLCA and NFHS,)
- Other duties as assigned

**Required Skills, Education and Experience:**

- Experience
  - significant women's lacrosse knowledge and experience required.
  - college degree required, masters preferred.
  - at least five years of professional organizational management experience
  - previous experience in policy development, project management and/or relationship building (sales) desired
  - previous experience and passion for working with volunteers required.
  - National non-profit organizational experience highly regarded, including work with boards/volunteers management.
  - experience hiring and managing support staff
  - experience with budget management and strategic planning
- Communication
  - exceptional public speaking skills
  - exceptional phone skills
  - strong interpersonal and negotiating skills ; ability to build and foster relationships across multiple constituencies
  - handle confidential information discreetly
- Organization
  - execute and prioritize multiple tasks and duties
  - strong attention to detail
  - strong organizational skills
  - ability to maintain focus on priorities, while responding quickly to the unexpected request.
- Initiative
  - Strong work ethic that inspires others to excel
  - work independently in a fast-paced environment
  - act as an assertive team member
- Skills
  - proficient in Word, Excel, MS Outlook and PowerPoint
  - strong writing, spelling and grammar skills
  - Big picture thinker with keen attention to detail
  - ability to influence without direct oversight

Qualified and interested candidates for the Women's Game Director position are encouraged to apply to US Lacrosse by December 30<sup>th</sup>. To be considered for the position, **applicants must provide a cover letter, current resume, writing sample, salary requirement and 2**

references. Send information to the attention of: Human Resources/ Barbara Gotis, re: Women's Game Director position, US Lacrosse , 113 West University Parkway, Baltimore, MD 21210 or [bgotis@uslacrosse.org](mailto:bgotis@uslacrosse.org) .

Revised 11/24/10