

Ultimate Players Association Manager – Membership and Outreach

Position Title: Manager – Membership and Outreach

Responsible to: Director of Membership and Outreach

Background: The Ultimate Players Association (UPA) is a player-run national not-for-profit organization based in Boulder, Colorado, USA. Founded in 1979, the UPA is among the first flying disc sport organizations in the world, and one of the largest, with over 27,000 members and hundreds of volunteers. The UPA serves as the governing body for the sport of Ultimate in the US. For more information, visit <http://www.upa.org>.

Job Description: Manage the Membership and Outreach programs including sanctioned event and membership registration, communication and processing, administrative support as well as other program-related duties and projects.

Sanctioned event registration, processing and communication

- Assist with updates to event and administrative guidelines
- Manage the application process for sanctioned events
- Manage event and roster processing for sanctioned events
- Manage player and team registration for sanctioned events
- Serve as direct line of communication between HQ and local league and event organizers
- Maintain detailed records of event processing
- Process and send event and roster reports to organizers
- Manage the discounted merchandise
- Create and analyze reports

Membership registration, processing and communication

- Process program-related mailings
- Maintain accurate payment and database records
- Assists members with login issues and other program-related questions
- Process paperwork and money for individuals' accounts

Administrative support

- Answer the phone and provide membership and outreach support
- Schedule and manage temporary staff as needed
- Open and process program-related mail
- Process data entry for membership and sanctioned event rostering

Other program-related duties

- Prepare, package and mail outreach kits
- Manage inventory and order program supplies
- Manage and ship merchandise orders
- Solicit and collect program artwork from graphic designers
- Assist with other projects as needed
- Attend bi-annual Board of Directors meeting at discretion of supervisor

Qualifications:

Bachelor's degree (or equivalent experience)

Preferred knowledge, skills and abilities:

- Proficient with computers and office-related software including word processing, database and spreadsheet management, email and Internet
- Excellent written and verbal communication skills
- Demonstrated ability to work with people and provide impeccable customer service to volunteers, organizers, members and athletes of all ages and experience level
- Ability to multi-task; prioritize competing projects and assignments
- Experience with organized sports administration and/or non-profit management
- Experience with Ultimate a plus

Compensation:

- Permanent, full-time, salaried position
- Salary commensurate with experience and qualifications
- Medical, dental and vision plan
- Eligible for participation in retirement savings program after completion of established waiting period

Projected Start Date:

Second quarter 2008 (May-June)

Application Deadline:

May 9, 2008

Application Process:

Send a cover letter, résumé and two letters of recommendation specifically supporting your suitability for this position to the following address:

Membership Manager Application
Ultimate Players Association
4730 Table Mesa Drive, Ste J200
Boulder, CO 80305
Tel: 303-447-3472 x112
Fax: 303-447-3483
Email: Melanie@hq.upa.org