



HAMPTON ROADS SPORTS COMMISSION
POSITION DESCRIPTION
EXECUTIVE DIRECTOR
(EXEMPT)

METHOD OF SELECTION

The President of the Hampton Roads Sports Commission shall appoint the position.

BASIC FUNCTION

Advance the mission of the Hampton Roads Sports Commission in its three core areas - Economic Development, Quality of Life of Hampton Roads Residents, and Service to the Membership.

Responsible to the President and Board of Directors for the overall operation of the organization to ensure that the Commission, as the representative organization of the regional sports community, occupies a place of leadership and action in community/governmental affairs and in the economic development of the region through amateur, youth and military sports. Ensure that the organization is responsive to the needs of its private and public sector members.

SPECIFIC FUNCTIONS PERFORMED

1. Maintains a close working relationship with President, Chairman of the Board and other officers in the successful implementation of the Strategic Plan and annual Business Plan as adopted by the Board of Directors.
2. Hires, trains, and evaluates the work of a qualified, responsible, and professional staff.
3. Manages the Commission's financial affairs, including the preparation of an annual budget and regular reports to the Board of Directors.
4. Develops policies and makes recommendations to the board that enhance the economic competitiveness of the region through sport.
5. Ensures that the organization remains current of changing needs and opportunities.
6. Develops and implements a dynamic and effective organizational structure to insure maximum effectiveness from staff and volunteer workers.
7. Establishes and maintains contact with the public and private leadership structure of the region and maintains effective relationships with other business and community based organizations.
8. Maintains Commission owned property in line with policies established by the board.
9. Interprets policy, program, and income requirements as determined by the President and officers to the staff, membership, and the general public. Serves as the organization's primary spokesperson.
10. Oversees operation of all initiatives such as Scholarship Fund, Background Checks, Drug Screening, Regional Sponsorship Sales, Mobile App and more.
11. Serve as liaison between municipal members Convention and Visitors Bureaus, Parks and Recreation, elected officials and hoteliers with regard to regional sporting events and initiatives.
12. Serve as chief liaison with event rights holders, national industry groups, and local community groups.

13. Represent and market the Commission & region at annual sports marketing conferences such as TEAMS, NASC Symposium, Sportslink, US Sports Congress etc.
14. Prepare and submit grant applications, funding proposals, and requests for services to appropriate governmental funding sources.
15. Manage annual Sports Commission fundraising events such as the REC Forum, Celebration of College Athletics Awards Dinner, Sand Kickball Tournament, Golf Outing and more.
16. Represent the Hampton Roads region within the tourism, sports tourism and recreation community.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. Prefer College or University degree in Sports Management or Business Management.
2. Prefer completion of the Certified Sports Event Executive (CSEE) through the National Association of Sports Commissions.
3. Prefer minimum of eight years of successful Sports Commission or Convention and Visitors Bureau management experience.
4. Comprehensive knowledge of modern principles and practices of business administration.
5. Ability to establish and maintain effective working relationships with Sports Commission members, elected and appointed officials, and the general public.
6. Ability to prepare clear and comprehensive financial and administrative reports.
7. Ability to communicate ideas clearly and concisely, both orally and in writing.
8. Ability to plan, assign and coordinate the work of staff.

THE HAMPTON ROADS SPORTS COMMISSION

In February 1999, the Hampton Roads Sports Commission (HRSC) was formed as a private/public partnership among the municipalities of Hampton Roads and the Hampton Roads Chamber of Commerce. The Sports Commission's primary function is to attract major amateur athletic events to the area to emphasize regional collaboration. The HRSC promotes Hampton Roads while enhancing the economy and quality of life of its residents by creating and recruiting local and national amateur, military and youth sporting events, while providing unparalleled customer service. Past HRSC events include: the AAU Junior Olympic Games (1998, 2001, 2006, 2010), the National Senior Games (2003), and the Red Cross Heroes Games (2004, 2005). The Sports Commission will host the AAU Junior Olympic Games in 2015, 2020 and 2025 and the Can-Am Police-Fire Games in 2018. During the past 15 years, the HRSC has generated more than \$168 million in economic impact for the region. The Hampton Roads Sports Commission is an affiliate of the Hampton Roads Chamber of Commerce. www.HamptonRoadsSports.org.

TO APPLY

Interested candidates should send a cover letter, resume and list of three references to Human Resources no later than **Friday, January 31, 2014**.

By Mail:
Human Resources HRSC
500 E. Main Street
Suite 700
Norfolk, VA 234510

By Email or Fax:
humanresources@hrccva.com
757.622.5563 (Attn: Human Resources/HRSC)