



Position Title: Manager – Equity, Diversity and Inclusion

Responsible to: Chief Executive Officer

Background: USA Ultimate (USAU) serves as the national governing body for the sport of ultimate in the U.S. and is a member of the United States Olympic & Paralympic Committee (USPOC). Our mission is to advance the sport of ultimate in the United States by enhancing character, community and competition. USA Ultimate is a membership-based 501(c)(3) nonprofit organization that consists of 61,000+ individual members (2019) and affiliated organizations across the U.S. with a goal of increasing access to and participation in the sport of ultimate with an emphasis on expanding diversity, ensuring inclusion and youth development. Learn more at usultimate.org.

Position Summary: USA Ultimate seeks a motivated, thoughtful and organized individual to lead and manage its EDI programs and develop new outreach and growth initiatives for local-level implementation, as well as assist other USAU programs, local partners and events. This role will be responsible for leading the continued growth and development of USA Ultimate's EDI efforts, with particular focuses on growing the number of girls and BIPOC youth participating in ultimate and helping local disc organizations expand into new and more diverse communities of players. The EDI Manager will develop strategies for recruiting and retaining girls and BIPOC youth that can be modified for different contexts and will travel throughout the country to help develop these outreach and retention programs and serve as a resource for local disc organizations. Experience with a wide variety of sports and youth-serving organizations is preferred. Ultimate experience is not a prerequisite.

Program Development:

- Design and implement programs to achieve strategic goals to grow the number of girls and BIPOC youth in USAU programs.
- Create and implement strategies to develop a more diverse and inclusive membership.
- Collaborate with program staff to devise strategies for player and team development, member retention, and connecting players throughout all divisions to help build a more diverse and inclusive pipeline of players.
- Develop relationships and work with local disc organizations to promote ultimate and support players and teams through local relationships and playing opportunities.
- Help identify, recruit and develop a network of EDI volunteers.

Additional Key Responsibilities:

- Manage the development, planning and implementation of USA Ultimate's EDI programs and events.
- Create and maintain digital records for EDI goals and metrics. Ensure that records are complete, accurate and up to date, including managing and assisting with related data entry.
- Communicate professionally with local organizations, teams, players, schools, tournament directors and volunteers.
- Serve as the direct line of communication between national headquarters and EDI volunteer staff.
- Coordinate with and assist the USA Ultimate Foundation with major fundraising activities associated with EDI programs.



- Coordinate and manage all EDI programs at USAU events.
- Coordinate EDI content on the website with the website manager.
- Attend championship events, as directed (*cannot compete in these events*).
- Supervise EDI interns and/or seasonal staff.

Other Program-Related Duties and Projects:

- Assist with program-related mailings.
- Create and analyze reports and surveys.
- Attend organization and/or program-level meetings as directed.
- Willing to take on additional projects and tasks as needed.

Essential Skills:

- Ability to discuss sensitive matters respectfully with individuals and constituencies within and among all dimensions of diversity.
- Ability to work effectively with and develop outreach/recruitment programs for a wide range of age groups, including young children, adolescents and college students.
- Demonstrated success as a collaborator and relationship builder.

Qualifications:

- Significant hands-on experience developing and delivering youth sports programs to racially, ethnically and socio-economically diverse groups of participants.
- Passion for engaging and supporting people of diverse identities, backgrounds and experiences.
- Organizational skills, attention to detail and the ability to multitask, prioritize and execute competing assignments.
- Excellent written and oral communication skills, including but not limited to, timely communication via email and phone.
- Social media awareness and the ability to work with the communications team to create measurable results.
- Ability to collaborate in a team setting with a diverse group of teammates.
- Proficient with office-related software including word processing, databases and spreadsheet management.
- Ability to exercise independent judgment in completing a wide range of projects.
- Ability to travel and work non-traditional hours, including weekends and holidays. (*Travel includes events and conferences.*)
- Ability to work outside in varying conditions for long periods of time during events.
- Ability to demonstrate USA Ultimate's core values: Respect, Integrity, Responsibility, Leadership and Teamwork.
- Bachelor's degree or equivalent experience.

Preferred Experience and Expertise:

- Education or demonstrated experience in the field of sports administration and/or event management.



- Demonstrated ability to work with and provide impeccable customer service to volunteers, organizers and athletes of all ages and experience levels.
- Experience with recruiting and managing a team of volunteers.
- Experience creating surveys and analyzing survey data.

Compensation:

- Full-time, exempt salaried position located at USA Ultimate headquarters in Colorado Springs, CO. Starting salary range is \$45,000 - \$52,000 / year, based on qualifications and experience.
- Excellent medical, dental and vision plan.
- Eligible to participate in retirement savings program after receiving at least \$5,000 in pay stubs, with new enrollment at the beginning of each calendar year.
- Limited relocation allowance.
- Attractive PTO package, including vacation and holidays.
- This is a Colorado position, and living in the state is required. We have a hybrid office policy with some ability to work remotely within the state of Colorado. There will be required in-office time.

Projected Start Date: February 2021

Application Deadline: Preferred submission by December 31. Rolling applications thereafter – open until filled.

Application Process: Send a cover letter, résumé and three professional references to human resources at HR@hq.usultimate.org with the subject line “Application for Manager - Equity, Diversity and Inclusion (EDI).” *In your cover letter, please describe your experience working with BIPOC youth and/or youth of diverse genders and identities and why you believe your experience would make you successful in this position.*

Application Timeframe: Applications will be reviewed on a rolling basis with interviews starting in January.

USA Ultimate provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

USA Ultimate strives to increase its workforce diversity. Applicants of color, women, individuals with disabilities, applicants from low-income backgrounds, and LGBTQIA+ applicants are strongly encouraged to apply.