



Job Title: Executive Director, The Ultimate Foundation

Location: Flexible within the continental United States. The Ultimate Foundation is based in Colorado Springs, Colorado and some preference may be given for local or relocating candidates, but this is not required.

Reports To: The Ultimate Foundation Board

About The Ultimate Foundation: The Ultimate Foundation serves as the developmental arm of USA Ultimate, the National Governing Body (NGB) for the sport of ultimate in the United States. Established in 2014, the foundation supports USA Ultimate programs focused on giving everyone the opportunity to experience ultimate. Programs specifically support:

- Equipping minority and gender-inclusive players with the resources required to participate in ultimate
- Removing barriers to participation in national team programs
- Increasing opportunities for girls and women in ultimate
- Building partnerships with other national and local programs to reach underserved communities



About USA Ultimate (USAU): USAU is a member of the United States Olympic & Paralympic Committee (USPOC) located in Colorado Springs, Colorado. Our mission is to advance the sport of ultimate in the United States by enhancing character, community and competition. USA Ultimate seeks to increase access to and participation in the sport of ultimate with an emphasis on expanding diversity, ensuring inclusion and youth development.

Position Description: This newly formed position will be responsible for growing The Ultimate Foundation into the premier national charity for ultimate in the United States. The Executive Director will work independently and have a wide range of responsibilities related to fundraising, building relationships, program planning, communication, development and execution.

Ideal experience will include:

- 5+ years of experience in fundraising and development
- 1+ year management or leadership experience
- Experience working with a volunteer community
- Experience with exploring and applying for grants and funding
- Proven ability to collaborate and work with a variety of people
- Building and maintaining positive relationships with stakeholders

**Responsibilities Include:**

- Develop the strategic plan for the foundation in line with achieving USA Ultimate's strategic goals
- Lead the organization with an entrepreneurship mindset
- Oversee all fundraising efforts
- Pursue grant and funding opportunities
- Develop and execute new programs and events to grow the foundation
- Cultivate relationships with the board of directors, organization partnerships, and potential donors
- Work closely with the USA Ultimate staff to execute certain programs and communications
- Develop volunteers and potentially paid staff to grow revenue and execute the strategic plan
- Execute day-to-day operational requirements including reporting, budgeting, presentations, and communications
- Some travel (< 25%) and weekend work will be required

Compensation:

- This is a full-time, exempt salaried position
- Salary is negotiable based on experience and qualifications, with a range of \$80,000 - \$100,000
- Excellent medical, dental and vision plan, currently with premiums paid 100% by USA Ultimate as well as deductible assistance
- Eligibility for retirement savings program after receiving at least \$5,000 in pay, with new enrollment at beginning of each calendar year
- Attractive PTO package, including vacation, sick time, holidays and flexible schedule
- Potential, limited, relocation allowance to Colorado Springs at time of hiring

Projected Start Date: February 2024

Application Process: Send a cover letter, résumé and 3 professional references to human resources at HR@hq.usultimate.org with the subject line "Application for Foundation Executive Director." Review of applications will begin immediately upon receipt of all below application materials, with interviews scheduled as promising candidates are identified.

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.

The Ultimate Foundation
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