

## **Uplifting Athletes Inc. (UAI)**

### Position Description

Title: Chapter Success Manager

Status: Exempt

Department: Sports Engagement

Job Code: 0203

Manager: Manager of Sports Impact

Last Updated: November 15, 2022

**To Apply:** Please send a single PDF file of your cover letter and resume to [careers@upliftingathletes.org](mailto:careers@upliftingathletes.org)

### **Overarching Responsibility:**

To continually enhance the student-athlete experience through our “Uplifting Leaders” program which is inclusive of chapter events and our annual Leadership Development Conference. This program is rooted in our founding and is critical to our success as an organization.

### **Position Summary:**

This position will engage directly with current student-athletes serving as chapter leaders. This position is expected to evolve as the relationship develops. You will always maintain key relationships with each team at each university, but you will need to execute on our chapter growth strategy. You will also be responsible for cultivating personal relationships with chapter leaders as they transition to the next phase of their careers so that we can steward these relationships to our Uplifting Ambassadors program.

### **Essential Duties and Responsibilities:**

#### Chapter Management

- UAI point of contact for all assigned Chapters
- With support from UAI team and Chapters Leaders, ultimately responsible for management of all Chapter events to include, but not be limited to, Lift For Life events, Touchdown Pledge Drive, Leadership Development Conference and Uplifting Experiences
- Manage transition from one year to the next as Chapter Leaders graduate or move on
- Responsible for managing all chapter related content on [upliftingathletes.org](http://upliftingathletes.org)

#### Company Strategy and Direction

- Participate in strategic meetings and discussions formulating the priorities and planning for UAI, most specifically as it pertains to Chapter development and growth

#### Network Development

- At all times, be cognizant of the relationships and network you are building on behalf of UAI
- Proactively develop relationships and build a network to support UAI's goals
- Always represent UAI professionally and in concert with the goals of UAI

**Education, Knowledge and Experience:**

- Bachelor's degree (or equivalent)
- Working knowledge of NCAA compliance
- Experience working with universities and/or student-athletes
- A passion to help the rare disease community
- Participation in charitable fundraising events

**Qualifications, Skills and Abilities:**

- Good communication skills
- History of demonstrated leadership ability
- Excellent teamwork skills with the ability to work as part of a remote team.
- A person of high integrity
- Ability to manage multiple tasks is essential.
- Public speaking experience is helpful.
- CRM experience helpful.
- Reliable, intuitive, decisive and takes initiative.

**Compensation:**

This is a full-time position including salary and benefits. Expected salary range is (\$50,000- \$60,000). This will be commensurate with experience of the candidate.

**Work Environment**

- Location: Remote - core hours 9:00am to 5:00pm EST
- Due to the nature of the role, it is expected that you will accommodate the hours of availability for the student-athletes which may lead to after hours communication.
- Primary work location within close proximity to a major airport required.
- This position may require travel up to 40% of the time.
- Must be willing to work evening and weekend hours as required.

**About Uplifting Athletes**

Uplifting Athletes, a nonprofit organization founded in 2007, harnesses the power of sport to build a community that invests in the lives of people impacted by rare diseases. Since 2007, Uplifting Athletes has raised more than \$7 Million by engaging athletes in order to positively impact the rare disease community through research and driving action. To learn more about Uplifting Athletes visit [www.upliftingathletes.org](http://www.upliftingathletes.org)

The statements herein are intended to describe the general nature and level of work being performed. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required by personnel so classified. Other duties may be assigned.