

NSCA DIRECTOR DUTIES AND RESPONSIBILITIES

Summary:

The National Sporting Clays Association is a division of the National Skeet Shooting Association, a 501(c)(3) non-profit organization dedicated to the development of the sport at all levels of participation and vows to create an atmosphere of healthy competition and meaningful fellowship within its membership. We are seeking a dynamic Director to lead the organization as it continues to grow. They should have significant experience within the sporting clays industry and be a proven leader.

Job Description:

Under the direction of the Executive Director, the NSCA Director is responsible for the entire operation of the National Sporting Clays Association and assigned to special programs and projects as needed.

Primary Responsibilities:

- Actively engage, work closely with and provide support to the NSCA Executive Council, National Delegates, members, clubs, volunteers, and industry partners.
- Prepare for and host a minimum of two meetings with the NSCA Executive Council and one annual meeting of the NSCA National Delegates to include but not limited to reporting on the status of the association.
- Host the annual National Sporting Clays Championship including but not limited to managing all logistics, equipment, supplies, registration, reporting, awards, conduct Hall of Fame Banquet and all other aspects of this annual event.
- Understand the annual budget process and work closely with the financial capabilities of the organization to meet or improve the budget implementation.
- Certify membership rolls of the NSCA
- Announce and gather candidates for the elections of National Delegates and the Executive Council members as well as prepare ballots, conduct the election, and announce winners.
- Enforce the rules of the association.
- Oversee the MyNSCA website including monitoring the content for accuracy.
- Provide up-to-date information to be included in the *Clay Target Nation* magazine, Target Talk newsletter, and all social media of the NSCA.
- Assist in fundraising efforts for multiple programs of the association.
- Manage a working staff of four or more.
- Maintain a standard work week of 8am-5pm with the flexibility to cover evening and weekend events on property as needed.
- Travel two to five times per year as required to represent the organization.