

# National Wrestling Hall of Fame (NWHOF)

## State Chapter Director Job Description

The **NWHOF State Chapter Director** serves as a member of the NWHOF staff and reports directly to the Executive Director. The Director builds and maintains outstanding working relationships between the NWHOF staff, board and its State Chapter leaders across the USA by managing and stewarding the strategic direction of the NWHOF's State Chapter program.

### **Responsibilities:**

- ❖ Serves as the primary staff contact for NWHOF State Chapters program.
- ❖ Communicates and manages all Chapter Boards and Committees to assure their compliance with NWHOF State Chapter Handbook procedures.
- ❖ Assist Chapter leaders in developing and executing plans that provide the standards of excellence NWHOF represents with respect to nominating, selecting and inducting individuals; approve each Chapter banquet/induction date and award requirements for honorees; attend Chapter meetings and induction ceremonies as needed; oversee chapter fee requirements.
- ❖ Work in conjunction with NWHOF Office Manager in requiring all constituent Chapters meet NWHOF and IRS annual financial reporting timelines.
- ❖ Respond to internal and external inquiries on State Chapter issues.
- ❖ Prepare and submit State Chapter board reports and budgets to Office Manager prior to each Board of Governor meeting and presents oral report at each BOG meeting.
- ❖ Responsible for submitting article and information on State Chapter programs to Events Manager for NWHOF Headlines Show and semi-annual NWHOF Journal print publication.
- ❖ Assumes facilitation role with State Chapter leaders on how to manage and keep State Chapter website content up-to-date.
- ❖ Facilitate State Chapter Advisory Committee Conference Calls/Meetings; Staff Liaison on Board of Governors State Chapter Committee.
- ❖ Coordinate seamless operations between NWHOF Outreach Programs and State Chapter programs.
- ❖ Present State Chapter topics of interest and concerns to Executive Director, including but not limited to recognition procedures for honorees, financial obligations and opportunities, outreach and membership issues.
- ❖ Coordinate and host annual State Chapter Conference.
- ❖ Assist Executive Director and State Chapter leaders with procedures for nominating and recognizing Dave Schultz High School Excellence honorees.
- ❖ Assist Executive Director and State Chapter leaders in identifying, cultivating, soliciting and stewarding prospective donors and sponsors.
- ❖ Assist with identifying new board and committee members for State Chapter programs and for NWHOF Board of Governors.

## **Qualifications**

- ❖ Bachelor's degree required.
- ❖ Excellent written, verbal, interpersonal communication and public speaking skills.
- ❖ Professional experience in donor, corporate, foundation relations and stewardship.
- ❖ Ability to edit varying formats of communication.
- ❖ Dedicated worker with a high energy level, good organizational skills, professional demeanor and strong work ethic.
- ❖ Ability to manage multiple and concurrent projects at one time.
- ❖ Commitment to working as a member of a high functioning integrated special events team.
- ❖ Willingness to travel and to work in a flexible schedule, including evenings and weekends.
- ❖ Computer experience necessary with proficiencies in association/event management systems and Microsoft Word, Excel and PowerPoint skills

## **About NWHOF:**

Established in April 1976, NWHOF is dedicated to Preserving History, Recognizing Excellence and Inspiring Future Generations. Today, there are 35 NWHOF State Chapter programs in 34 states with approximately 9,000 guests attending chapter banquets and induction ceremonies annually; recognizing over 100 individuals per year. NWHOF currently operates its State Chapter program on a \$175K annual budget. This position is located in Stillwater, Okla., but the person selected may work from a remote location pending access to major airport hub and skill qualifications.

This is a salaried position.

**To apply forward letter of interest, resume and references (at least three) by May 30, 2014 to:**

National Wrestling Hall of Fame  
405 West Hall of Fame Ave.  
Stillwater, OK 74075

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