

Position Description

National Wrestling Hall of Fame & Museum Operations Manager (OPM)

Organization

The National Wrestling Hall of Fame & Museum(NWHOF) was founded in 1976 to serve its mission of preserving the sports history, recognizing extraordinary individual achievements, and inspiring future generations to lofty goals. This mission is fulfilled by providing a variety of programs and services to the greater wrestling community in the United States and to the general public from our Hall of Fame and Museum in Stillwater, Oklahoma, the Dan Gable Museum in Waterloo, Iowa, and from our 35 State Chapters programs throughout the United States.

For more information about the organization, please visit www.nwhof.org.

Position

The OPM reports to the NWHOF Executive Director(ED) and will have overall strategic and operational responsibility for all NWHOF programs. As OPM she/he will keep the ED and board abreast of programmatic strategies and challenges. The OPM will partner with the ED and her/his peers to ensure development and other services are being met for the NWHOF in Stillwater, Dan Gable Museum in Waterloo, and State Chapter programs.

Responsibilities

- Identify opportunities for NWHOF to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges.
- Lead, coach, and develop NWHOF staff and volunteer members with an emphasis on developing capacity in strategic analysis, planning, and program budgeting.
- Ensure that all media(website, social media, etc.) content and communication platforms operate effectively.
- Assess, maintain and update IT.
- Manage graphic design needs for marketing materials and NWHOF communication products as needed.
- Proactively assist ED and board with coordinating board committee meetings by ensuring agendas are in line with NWHOF operational goals and strategic plan.
- Plan and assist marketing efforts for NWHOF projects associated with programming and events.
- Prepare and submit development plans that will effectively manage annual budgets to report accurately on progress made and challenges encountered.

Qualifications

- Minimum BS/BA degree with at least 2 years of experience and a track record in event or program management
- Proficiency or experience with Microsoft Applications, Adobe Suite, social media and donor software
- Experience in program budgeting and fiscal management
- Track record of excellent project management skills
- Analytic and decisive decision maker with the ability to develop high-performance teams to implement programs and strategies necessary to achieve organization goals
- Fundraising experience with the ability to engage a wide range of stakeholders and constituents
- Strong written and verbal communication skills, including public speaking.
- Action-oriented, entrepreneurial, flexible, and innovative approach to operational management
- Passion, humility, integrity, positive attitude, mission-driven and self-directed

This is a salaried position.

To apply forward letter of interest, resume and references (at least three) by August 18, 2014 to:

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

E-mail Maghan at: mcawfield@nwhof.org
Phone: 405-377-5243