



## **Director of Operations - Catholic Athletic Association (CAA)**

### **Position Summary**

The Director of Operations provides strategic and operational leadership for the Catholic Athletic Association (CAA), supporting athletic programs for more than 50 private and parochial middle schools throughout the Twin Cities metro area. This role partners closely with the Board of Directors, Athletic Directors, officials, coaches, and participating schools to ensure the successful execution of league operations, championship events, and organizational initiatives across all sports programs.

### **Primary Responsibilities**

#### **Athletic Operations**

- Direct and oversee all CAA athletic programs and championship events
- Develop and manage league and postseason schedules
- Lead and supervise the Coordinator of Officials and intern(s)
- Manage gym and field space coordination with member schools
- Oversee score reporting, league standings, and website administration

#### **Stakeholder and School Communication**

- Serve as a key liaison and primary point of contact for Athletic Directors
- Address questions and resolve scheduling and operational matters in a timely and professional manner
- Lead the planning and facilitation of coaches' meetings and Athletic Director meetings
- Oversee production and distribution of the Scoreboard newsletter, published three times annually

#### **Organizational Administration**

- Prepare quarterly board meeting materials, attend board meetings, and coordinate subcommittee meetings
- Contribute operational insights and reporting to support strategic planning and organizational decision-making
- Oversee and maintain the organizational calendar
- Prepare and deliver the annual Board of Directors report



## **Business Administration**

- Oversee financial administration in QuickBooks, including invoices, deposits, and vendor payments
- Support development operations in Bloomerang, including donor correspondence, donation tracking, and reporting
- Manage annual insurance policy renewals
- Oversee officials' payment processing in Refr Sports
- Ensure timely submission of required nonprofit compliance reports
- Administer and maintain background check processes

## **Qualifications**

- Commitment to the mission and core values of the CAA
- Excellent communication, organizational, and relationship management skills
- Demonstrated ability to manage multiple priorities and deadlines effectively
- Experience collaborating with diverse stakeholder groups
- Proficiency in Microsoft Office Suite
- Financial and operational management experience preferred

Interested candidates should submit a cover letter and resume to CAA Board President Kevin McCloughan at [kevinmccloughan@stpaulcaa.org](mailto:kevinmccloughan@stpaulcaa.org).