

## **Director of Operations – Catholic Athletic Association**

The Catholic Athletic Association (CAA) of Saint Paul, a non-profit organization, seeks qualified candidates for the position of Director of Operations.

**Qualifications:** Candidates should have experience that demonstrates a deep commitment to the mission and values of the CAA; excellent oral and written communication skills; proven success building strong, productive relationships with a wide variety of people and organizations; proficient in office productivity tools including Microsoft Suite (preferred); able to pass a background check; flexible to work more hours during the busy times of the athletic cycle

**Summary of Position:** The Director of Operations reports to the Board of Directors and oversees the CAA's Coordinator of Officials and a college intern. The Director of Operations is responsible for day-to-day operations and enjoys a flexible work schedule. The work can mostly be performed remotely but does require some in person availability.

### **Responsibilities include:**

- Manage and supervise the CAA's Coordinator of Officials and a college intern
- Create game schedules for three athletic seasons: Fall (soccer, volleyball, cross country), Winter (basketball, swimming, hockey), and Spring (softball, baseball, track, golf)
- Collect and track waivers and team rosters from each school
- Coordinate gym and field space for activities and competitions
- Acts as website administrator
- Oversee score reporting on the website
- Respond to calls and emails from member school Athletic Directors
- Process background checks of officials with an outside agency
- Record and process all revenue and expenses
- Invoice and track payments for each sport by school
- Prepare the content for the quarterly newsletter, the "Scoreboard"
- Oversee compliance items for insurance, non-profit and charitable status, and tax reporting
- Organize annual association wide Athletic Directors' meeting as well as seasonal coaches' meetings
- Manage and maintains organizational calendar
- Maintain financials in QuickBooks and produces reports as requested
- Various other duties as assigned
- Process payroll for officials, create and track invoices, make deposits, and record revenue within Quickbooks Online
- Oversee website enhancements, including requirement gathering, testing, and implementation
- In conjunction with the Coordinator of Officials, maintain a roster of active officials and work to recruit more

- Execute and oversee an annual Membership Agreement with all member schools
- Organize playoff schedules seasonally as well as membership-wide athletic events for Cross Country, Swimming, Golf, and Track
- Work with vendors to ensure supplies of t-shirts, spirit wear, trophies, medals, and ribbons
- Participate in key functions of the fundraising process, including donor correspondence, donation tracking, and reporting
- Work with the Board leadership to prepare Board meeting materials, including updated financials, slide deck, and previous Board minutes

**Compensation and Hours:** compensation for this position will be based on experience; retirement benefit is available.

Interested candidates may send a cover letter and resume via email to: Kevin McCloughan at [info@stpaulcaa.org](mailto:info@stpaulcaa.org).