



Title: Director of Operations
Location: Colorado Springs, CO
Position Type: Full-time, exempt
Salary Range: \$70,000-\$80,000
Reports To: Executive Director
Travel: This position requires domestic & international travel

About USABA

Since 1976, USABA has created opportunities for Americans who are blind and visually impaired to participate in sport and physical activity, from grassroots programming and athlete development to national teams and international competition. As a member organization of the U.S. Olympic and Paralympic Committee (USOPC), the United States Association of Blind Athletes (USABA) is the National Governing Body for the Paralympic sports of goalball and blind soccer.

Position Summary

USABA is seeking a Director of Operations to serve as the organization's primary operational partner to the Executive Director and help lead the day-to-day management of a growing national sport organization.

This is a senior leadership position for someone who can turn strategy into execution, create structure in a fast-moving environment, and coordinate people, programs, events, finances, and organizational systems. The Director of Operations will oversee major aspects of USABA's national-team and program operations while building reliable processes that allow the organization to operate more efficiently and consistently.

The role requires a strong financial background, including experience with budgeting, forecasting, financial reporting, and monitoring organizational or program finances. The Director will also support sponsor and donor relationships, fundraising initiatives, and selected compliance and governance functions.

What You'll Do

1) Lead Organization-Wide Operations

- Serve as the Executive Director's primary internal operational partner and translate strategic priorities into work plans, timelines, ownership assignments, and measurable goals.
- Coordinate work across staff, contractors, coaches, vendors, and programs; establish clear priorities, deadlines, and accountability.
- Develop and maintain standard operating procedures, shared calendars, project-management tools, approval workflows, and administrative systems that improve efficiency and continuity.

2) Oversee National Team, Event & Program Operations

- Provide senior operational oversight for USA Men's Goalball, USA Women's Goalball, and USA Blind Soccer camps, competitions, selection activities, and related programs.
- Oversee USABA's grassroots programming and serve as the organizational lead for developing and expanding grassroots blind soccer through partnerships with schools, clubs, adaptive sport organizations, and community programs.
- Work closely with the Executive Director and community leaders on re-establishing a domestic goalball season.

- Coordinate or supervise travel, lodging, transportation, accreditation, equipment, uniforms, schedules, event documentation, and post-event reconciliation.
- Lead operational planning for national championships, training camps, clinics, talent-identification activities, and international events hosted by USABA.

3) Strengthen Financial Management & Planning

- Support development of the annual operating budget, multi-year forecasts, and program and event budgets aligned with organizational priorities.
- Co-monitor budget-to-actual performance, cash flow, restricted funds, grants, sponsorship revenue, and major expenses with the Executive Director.
- Coordinate financial documentation and reporting with staff and outsourced accounting support, including reconciliations, audits, grant reporting, and internal controls.

4) Support People, Partners & Revenue

- Supervise assigned staff, contractors, interns, vendors, or project leads and establish clear expectations, deliverables, feedback, and accountability.
- Support sponsor, donor, and funding-partner cultivation and stewardship, including partner meetings, proposals, grant and sponsorship budgets, benefit fulfillment, reporting, and renewal tracking.
- Participate in partner meetings, presentations, site visits, and fundraising conversations as needed.
- Help develop proposal and grant budgets, sponsorship materials, financial narratives, and partner reports.
- Track sponsor benefits, grant requirements, partner commitments, and renewal opportunities.

5) Support Compliance, Risk & Governance

- Maintain operational compliance calendars and documentation for USOPC, U.S. Center for SafeSport, insurance, grants, events, and other assigned requirements.
- Identify operational, travel, event, personnel, financial, and reputational risks and coordinate appropriate documentation, controls, and escalation.
- Provide limited governance support through organized policies, records, board or committee materials, and action-item tracking when requested by the Executive Director.

What We're Looking For

The successful candidate will be an experienced operations leader who is comfortable moving between strategic thinking and hands-on execution. USABA is a small, mission-driven organization, so this position requires someone who can establish systems and provide leadership while also stepping in to solve problems when necessary.

Required Qualifications & Competencies

- Bachelor's degree in business administration, operations management, nonprofit management, sports management, finance, accounting, organizational leadership, or a related field; equivalent professional experience may be considered.
- Seven or more years of progressive operations leadership experience in a nonprofit, sport, business, or comparable environment.
- Demonstrated experience managing complex operations, projects, events, staff or contractors, vendors, and organizational systems.
- Strong financial background, including experience developing and monitoring budgets, interpreting financial reports and cash flow, supporting forecasts, and working with accountants or auditors.
- Experience with sponsor relations, corporate partnerships, donor stewardship, grants, and fundraising.
- Strong project-management, organizational, communication, and problem-solving skills.
- Ability to manage multiple priorities while maintaining accuracy, deadlines, and follow-through

Preferred Experience

- Experience within a nonprofit, National Governing Body, Olympic or Paralympic organization, adaptive sport program, or similar mission-driven environment.
- Familiarity with the USOPC, IPC, IBSA, U.S. Center for SafeSport, or other sport-governance and compliance structures.
- Experience coordinating complex events, team travel, international competition, or multi-stakeholder programs.
- Advanced degree or relevant operations, project-management, accounting, finance, or nonprofit credential.

Work Environment

This position will work primarily from Colorado Springs, Colorado, with flexibility for hybrid work based on organizational needs. The Director of Operations must be able to travel domestically and internationally and occasionally work evenings or weekends in support of competitions, events, and partner commitments.

USABA is looking for someone who thrives in a mission-driven, resource-conscious environment and brings sound judgment, ownership, collaboration, and a commitment to accessibility, inclusion, athlete safety, and the athletes and communities we serve.

How to Apply

Interested applicants should send a resume and cover letter to Michael Holmes at mholmes@usaba.org with the subject line "USABA Director of Operations."