



Tennessee Wildlife Federation Scholastic Clay Target Program (SCTP) Manager

The Scholastic Clay Target Program Manager position cultivates a lifelong outdoor lifestyle by increasing growth and momentum within SCTP, Tennessee Wildlife Federation's shooting sports program which provides youth ages nine through the 12th grade and college an opportunity to participate in the three main shotgun disciplines—trap, skeet, and sporting clays. This manager-level position promotes firearm safety, responsibility, leadership, teamwork, and healthy competition.

Job Type: Full-time

Location: Based in Nashville with statewide travel

Reports to: Director of Programs

Responsibilities: The SCTP Manager is responsible for all aspects of the SCTP program. The SCTP program looks to introduce youth into the shooting sports and recruit them into an outdoor lifestyle for a lifetime.

Duties:

- Provide leadership in developing and executing events, meetings, shooting competitions; organizational and financial planning with Director of Programs
- Develop relationships with local shooting clubs and create additional competition opportunities
- Develop and institute outreach strategies to bring on new teams and coaches
- Identify new potential practice facilities working closely with SCTP staff and private and community partnerships
- Institute coach management and training opportunities. Develop advanced classes and long-term coaches' training strategies
- Manage maintenance of official records (contracts, waivers, policy forms) and documents, and ensure compliance with federal, state, and local regulations
- Create quarterly program board reports that effectively communicate program updates
- Attend board meetings and present program updates to funders, as needed
- Maintain a working knowledge of developments and trends in the field
- Conduct correspondence and execute documents on behalf of the program as authorized
- Oversee data bases for financial, volunteer, registration and sponsorship records
- Oversee communication methods to provide information to coaches, parents, and athletes
- Work with our Communications department to ensure the SCTP website content is up to date and an effective recruiting tool for new teams, coaches, and athletes and a great resource for existing participants
- Ensure Director of Programs is fully informed on the condition of the program and all important factors influencing the organization
- Establish and maintain sound working relationships/partnerships and cooperative agreements with industry leaders, the media, groups, and organizations
- Help develop and manage program budget and specifically grow program revenues around fees, shooting events, and sponsors and look for ways to reduce expenses

- Oversee a current machine inventory log of all TWF owned trap and skeet machines in the field
- Oversee a measurements and metrics program to constantly monitor the program's effectiveness and ensure long term stability
- Work closely with regional directors, steering committee, rules committee, and chairman to keep them informed and engaged

Travel: This role requires occasional day trips and overnight travel as well as evening and weekend work hours for events.

Ethical Hunting Practices: Federation staff know and respect the game hunted, follow all related laws, familiarize themselves with wildlife in the area and behave accordingly. As an employee of the Federation, all employees are expected to follow all state and federal hunting and fishing guidelines and practice ethical and fair chase practices while executing or assisting with program events or in your personal outings afield.

Key Qualifications: As a prerequisite, the successful candidate must believe in the core values of Tennessee Wildlife Federation and be driven by its mission. The candidate will have the following experience and attributes:

- Bachelor's degree required
- Experience, familiarity and working knowledge of clay target shooting sports and competitions
- Experience in managing large shooting tournaments, preferred
- Ability to exercise flexibility, initiative, good judgement, and discretion
- Ability to manage work load and meet deadlines
- Proficient in MS Office and ability to learn registration software
- Ability to multi-task and communicate effectively
- Ability to prioritize work and know when to consult with supervisor
- Attention to detail and professionalism in all written and oral communications
- Willingness to travel as needed

Personal Characteristics:

- Must have a passion for the Federation's mission
- Professional and friendly, able to handle the day-to-day ups and downs with efficiency, attention to detail and a sense of humor
- Strong work ethic with ability to reject setbacks and enthusiastically persist until goals are achieved
- Resourceful and innovative at tackling challenges in a timely manner
- Results oriented team-player who leads by example, is accountable for his/her performance, takes absolute ownership, champions all aspects of administration, and applauds the success of fellow employees
- Approaches work from the Federation's point of view rather than personal

Performance Standards:

- Conducts tasks accurately and in a timely manner
- Practices planning work on a weekly basis utilizing tasks and deadlines
- Communicates changes in schedule with supervisor in a timely manner; including giving adequate notice prior to changes occurring
- Keeps the Federation's Office Manager regularly informed as to schedule, changes in schedule and whereabouts
- Keeps supervisor informed and up to date on all matters pertaining to his/her work
- Participates in all regular staff meetings and staff retreats
- Is attentive to and efficient with expenses
- Treats all superiors, peers, and subordinates with respect
- Follows all procedures and policies contained within the Federation's Employee Manual
- Embraces new company standards and initiatives

Application Instructions:

- To apply, send a cover letter, resume, and three professional references to jobs@tnwf.org. Submit each required document separately, as a pdf, attached to your email. The filename of each document must start with your last name and first initial, followed by the name of the document (Ex: DoeJ-Resume)
- Candidates who send automated applications using existing profiles will not be considered for the position
- Phone calls regarding the position will not be accepted

Tennessee Wildlife Federation offers a competitive benefits package and is an equal opportunity employer committed to workplace diversity. No person will be discriminated against because of race, religion, creed, color, gender, age, national origin, veteran status, sexual orientation, or disability. Each person will be judged on his/her own merit when determining employment and advancement opportunities.

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