

# Position Description

## SCIRA USA Executive Director

The Snipe Class International Racing Association USA (SCIRA USA) also known as the USA Snipe Class, is advertising to hire a new part time executive director to manage the administrative functions of the class.

### General Description

This is at its core a remote, administrative job. The successful candidate will have a contractual arrangement with SCIRA USA to perform the duties listed below. The position is not an employee of SCIRA USA. The successful candidate will be responsible for their own office arrangements, computer and phone but e-mail and other online tools via Google Workspace will be provided by SCIRA USA. The anticipated workload is 10-20 hours a week with commensurate salary of \$15,000-\$25,000 per year. No benefits beyond the contract salary are provided.

The candidate manages the details of SCIRA USA including book keeping, bill paying and other administrative tasks as outlined in the position description and will act as the focal point of contact for SCIRA USA both to the public and as an interface with the SCIRA International Executive Director. The candidate will work closely with the US National Secretary and the Board of Directors to ensure tasks that are Board responsibilities get directed to the appropriate member.

Depending on the availability of the candidate and skill set, additional possible duties outlined in the position description such as managing major regattas, board secretary, maintaining the website, social media and other marketing objectives could be added with a commensurate contract value increase upon a mutual agreement with SCIRA USA. Some travel may be a possibility with any travel required being reimbursed by SCIRA USA.

The candidate will work with the outgoing Executive Director for a transition period.

### Desired Skills

The ideal candidate will be detail oriented with good administrative, oral and written communication skills. Knowledge of Google Workspace Suite is required. Knowledge of accounting software such as Quickbooks is required.

Knowledge of the Clubspot regatta management and social media platforms (Facebook and Instagram) is a plus but not required.

## Duties

### Key Duties

- Financials
  - Quickbooks / Bank Accounts
    - Manage the US financials via Quickbooks
    - Manage all accounts for SCIRA USA (bank, website etc)
    - Provide financial statements and reports to the US Board monthly
    - Manage Credit Card & Stripe processing from Clubspot and US members via Class Membership database
  - Coordinate with the Treasurer to prepare & present tax information to CPA
  - Prepare the annual budget in coordination with the Treasurer.
  - Disbursing funds, per the budget
- Member Management
  - Manage US Membership and active fleets via the class database
  - Routinely report membership to SCIRA International and disperse appropriate fees per member, boat or fleet on a monthly basis
  - Distribute boat decals to owners
  - Distribute donor receipts for charitable contributions as required
  - Request new fleet through SCIRA International if needed
- Administrative tasks
  - Work closely with the US National Secretary and other US Board members to conduct the business of the class, making suggestions for improvements
  - File SCIRA USA annual reports with the State of Nebraska
  - Maintain statistics for Class (membership, boats, sail royalties, etc.)
  - Order annual decals for USA distribution from SCIRA International
  - Manage the process of distributing sail royalties to US sailmakers
    - Distribute physical royalties
    - Collect revenue and disperse appropriate fees to SCIRA International
  - Coordinate interaction with US Sailing and the Pan Am Games
  - Coordinate qualifications with the International Qualifiers Board member
  - Apply for US Sailing grants for foreign travel of US team
  - Other duties as assigned by the US National Secretary

## Possible Additional Duties

- Manage Official documents in Google Workspace for Nonprofits
  - Act as recording secretary for the US Board meetings, providing information or clarification to the board.
  - Maintain meeting agendas and meeting minutes from Board meetings.
  - Coordinate management of class documents with responsible US Board member: Constitution, By-laws, Deeds of Gifts etc.
  - Maintain appropriate files and correspondence of SCIRA between SCIRA members, Board of Governors, National Secretary, and other organizations including World Sailing, Pan Am Sailing, US Sailing, and others.
- Provide support to the US Board Major Regatta Resource Officer to coordinate US championship regattas (i.e. US Nationals, Women's Nationals, Junior Nationals, US Masters, etc.)
  - Coordinate the schedule of all major regattas
  - Provide OAs with sample race documents if needed
  - Assist with registration set-up if the SCIRA USA Clubspot is used
  - Assist with membership, boat, and sail verification prior to major events
  - Assist Organizing Authorities (OA) to maintain US championship websites with snipeusa.com and snipe.org webmasters
  - Maintain perpetual trophies as needed
- Update the SCIRA USA website snipeusa.com
- Manage US online merch store
- Maintain the USA Perpetual Fund financial records in coordination with the Perpetual Fund Trustees
- Maintain relationships with builders and sailmakers
- Update SCIRA USA Social Media (Facebook and Instagram)

## Performance Measures

- Accurate and timely membership/boat management (mailing of boat stickers)
- Accurate and timely account management
- Accurate and timely financial reports
- Accurate and timely filing of legal (taxes, non-profit paperwork)
- Professional and timely interaction with US National Secretary and other US Board members

# How To Apply

Interested individuals should send an email to the SCIRA USA office at [office@snipeusa.com](mailto:office@snipeusa.com) with the following:

1. Statement of interest:
  - a. A description of why the applicant is interested in the position
  - b. A description of the skills and experience that are appropriate for the position
2. A resume including references

After an initial review of applications, interviews will be scheduled.

## Key Dates

- Application Deadline: December 31, 2025.
- Contract Award: by January 31, 2026
- Transition period: February 2026