

Executive Director – USA Oklahoma Wrestling, Inc.

Position Overview

USA Oklahoma Wrestling is seeking a highly motivated and results-driven **Executive Director** to lead the organization's operations, financial growth, and long-term strategic direction. This senior leadership role oversees or participates in all aspects of the association, including membership growth, event management, financial performance, staffing, partnerships, and statewide program development.

USA Oklahoma Wrestling welcomes candidates across a broad experience spectrum from emerging leaders within the wrestling community to seasoned professionals in sports management, nonprofit leadership, or business operations. Responsibilities, onboarding, and support will be tailored based on experience level.

This is an at-will position with a compensation structure designed to reward performance, organizational growth, and operational excellence.

Employment is at-will and may be terminated by either party at any time, with or without cause or notice, consistent with applicable law and Board governance policies.

All duties must align with and support the nonprofit mission of promoting, developing, and expanding amateur wrestling in the state of Oklahoma.

Key Responsibilities

Organizational Leadership & Management

- Oversee day-to-day operations of USA Oklahoma Wrestling.
 - Lead and manage event staff, contractors, and volunteers, including hiring, training, and performance management.
 - Lead and direct National Dual Team, Fargo, and event committees.
 - Ensure efficient execution of all programs, events, and organizational initiatives.
 - Maintain strong communication with the Board of Directors, including regular reporting and strategic updates.
 - Operate under the authority of the Board of Directors and exercise delegated authority as defined by Board policy. Final governance authority remains with the Board.
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Membership Growth & Retention

- Drive membership growth across athletes, coaches, clubs, and officials throughout Oklahoma.
 - Strengthen retention through improved programming, communication, and member experience.
 - Support club development, onboarding, and compliance.
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Event Management & Operations

- Oversee and improve event execution, logistics, and profitability.
 - Ensure high-quality, safe, and well-organized competitions, clinics, and development programs.
 - Expand the statewide event calendar and increase participation.
 - Manage all National Dual Team operations and Fargo national team operations.
 - Regular in-state travel required; occasional out-of-state travel required for national events, meetings, and program obligations.
 - Availability for evenings, weekends, and extended event schedules during competition seasons is required.
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Financial Management & Revenue Growth

- Manage budgeting, forecasting, and financial performance in partnership with the Treasurer.
 - Develop and manage the yearly budget for the overall organization.
 - Oversee and manage yearly budgets for National Dual Teams and Fargo national team operations.
 - Develop and manage budgets for special projects and strategic initiatives.
 - Oversee revenue streams including memberships, events, sponsorships, grants, and partnerships.
 - Implement strategies to improve financial sustainability and operational efficiency.
 - Performance bonuses are discretionary and based on Board-approved organizational metrics, budget performance, and overall organizational success.
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Strategic Planning & Organizational Growth

- Partner with the Long Range Planning Committee to develop and execute long-term strategies to grow wrestling across Oklahoma.
- Build partnerships with schools, clubs, community organizations, and sponsors.
- Strengthen USA Oklahoma Wrestling's brand, visibility, and statewide impact.

Compensation

Base Salary

\$45,000–\$60,000 annually, based on experience.

Performance-Based Bonuses

Significant upside tied to measurable growth in:

- Membership
- Event participation and profitability
- Revenue generation
- Organizational performance metrics

Benefits

Benefits package to be provided during the hiring process.

Candidate Profile

USA Oklahoma Wrestling is seeking candidates who demonstrate passion for wrestling, strong leadership ability, experience within the wrestling community, and a proactive, ownership-driven mindset.

- College degree preferred
- Excellent executive functioning skills
- Experience working with athletes, coaches, clubs, officials, or wrestling organizations preferred
- Full-time commitment required, with full availability during peak event seasons

We welcome two types of candidates:

1. Early-Career Leaders

- Strong leadership potential
- Organizational and communication skills
- Desire to grow into a high-impact executive role

2. Experienced Professionals

- Sports management
- Nonprofit leadership
- Business operations
- Event management

- Athletic administration
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Compliance, Ethics & Legal Requirements

- Employment is contingent upon successful completion of background screening and reference checks.
 - SafeSport certification and compliance with USA Wrestling requirements are mandatory.
 - Candidate must meet all eligibility requirements to work in youth and amateur sports environments.
 - The Executive Director is responsible for ensuring compliance with all applicable federal, state, and local laws, as well as USA Wrestling, SafeSport, and other governing body regulations.
 - The Executive Director must disclose and avoid any actual, potential, or perceived conflicts of interest and comply with all organizational conflict of interest policies.
 - The Executive Director is expected to uphold fiduciary responsibility in the stewardship of organizational funds, resources, and decision-making.
 - The Executive Director may not engage in outside activities or financial interests that conflict with the duties or interests of USA Oklahoma Wrestling without Board approval.
 - All organizational materials, programs, systems, documents, and intellectual property created during employment are the property of USA Oklahoma Wrestling.
 - The Executive Director may be covered under applicable organizational insurance policies, including general liability and Directors and Officers (D&O) coverage, where applicable.
 - Confidentiality and professional discretion are required at all times in handling organizational, financial, and personnel matters.
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Why This Role?

This is a unique opportunity to:

- Step into a high-impact leadership role within the wrestling community
 - Directly shape the growth and future of wrestling across Oklahoma
 - Grow into or continue as a top-level sports executive
 - Earn significant performance-based compensation
 - Build programs that impact youth, high school, collegiate, and adult athletes statewide
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How to Apply

Please submit the following to **[Insert Contact Name / Email]**:

1. Resume
2. Brief Statement of Interest outlining:
 - Your background in wrestling and/or leadership
 - Why you are interested in this role
 - Your vision for growing wrestling in Oklahoma