



Job Description

ATA Executive Director

Background

The Amateur Trapshooting Association serves as the governing body for the sport of American style trapshooting. The ATA's mission is to promote and govern the sport throughout the world (United States, Canada and certain foreign countries).

The ATA was established in 1889 as the American Trapshooting Association and later changed to the Amateur Trapshooting Association in 1923. A Board of Directors, composed of state and provincial delegates (57 in total), govern all ATA policy matters. The Executive Committee, which is comprised of one representative from each five designated Zones, provides stewardship for the association throughout the year. The organization's day-to-day business is guided by an Executive Director and a team of professionals at the national headquarters in Vandalia, Ohio.

Last year, 34,770 members participated in some 7,800 registered tournaments throughout the North America. In total over 940 ATA affiliated gun clubs threw 79,222,830 clay targets.

As the 'faithful protector' of trapshooting, the ATA not only governs the sport's rules and regulations, but also seeks ways to enhance the sport and stimulate participation. The ATA provides trophies, financial assistance and event management support to the state and provincial associations. The ATA has also been instrumental in developing programs to increase interest in the sport with its support of the Scholastic Clay Target Program, National Trapshooting Day, Satellite Grand Americans, Achievement Recognition and other valuable programs.

Overview

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Executive Committee and Board of Directors.

The Executive Director advises, makes recommendations to, and assists the Executive Committee and Board of Directors in formulating policies for the association. The Executive Director also implements association policy and directives, oversees all the organizations day to day activities, represents the organization in public and functions to serve the needs of the association. The Executive Director is responsible for meeting the mission, goals and objectives of the Amateur Trapshooting Association.

**AMATEUR TRAPSHOOTING ASSOCIATION
POSITION DESCRIPTION**

TITLE: Executive Director

REPORTS TO: Executive Committee

STATUS: The ATA is a 501(c)(3) Charitable Tax Exempt Entity

DEADLINE: All resumes must be submitted by July 1, 2008. Resumes will be evaluated; qualified candidates will be contacted and an interview process will begin shortly thereafter.

ESSENTIAL RESPONSIBILITIES

- Fundraising: oversee ATA fundraising process
 - Direct all fundraising activities
 - Research funding sources
 - Oversee the development of fund raising plans
 - Write funding proposals to increase the funds of the organization
 - Significantly increase revenue for the ATA
- Trapshooting knowledge
 - Has a significant knowledge of trapshooting and the Amateur Trapshooting Association
- Public Relations
 - Has a strong public relations background and can represent the association professionally to promote the sport of trapshooting
- Solid Business Background
 - Must have a solid understanding of all business practices and procedures especially in a non-profit setting
- Management
 - Must be able to manage office employees and work in conjunction with the ATA Office Manager

The ATA is an equal opportunity employer and does not discriminate against applicants on the basis of gender, race, religion, national origin, veteran status, sexual orientation, or disability.

Please submit your resume and list of references to:

Connie J. Collier
ATA Office Manager
601 West National Road
Vandalia, OH 45377
937-898-4638
ccollier@shootata.com