

General Information

Job Title	Director, Operational Planning & Development	Company	Stonewall Sports
Sport	Dodgeball	Location	Washington, D.C.
Role Type	Officer	Function	Operational Planning & Development

Job Summary:

The Director of Operational Planning & Development or OP&D, handles the registration process and t-shirt ordering each season. He or she is also responsible for obtaining the necessary equipment for the game or facility. The Director, OP&D will also publish scores and team rankings throughout the season. The Director, OP&D is also responsible for updating and maintaining the League’s website. The Director, OP&D is the primary contact and oversight with the league sponsor(s). In the event the Commissioner is unavailable, the Director, OP&D shall assume leadership of the League and the Leadership Board. The Director OP&D reports to the League Commissioner. The Director OP&D is a member of the Board.

Main Duties and Responsibilities:

- Manages registration system
- Manages season shirt orders
- Plans and orders equipment and supplies
- Manages all vendor relationships, including facility and t-shirt vendor

Qualifications

Language / Communication / Technical Skills:

- Excellent communication skills - correspondence to internal and external customers
- Ability to communicate effectively with individuals possessing varying degrees of technical and functional knowledge
- Detail oriented and time-management driven
- Intermediate-High level math and analytical skills
- Proven problem solving, and organizational skills
- Demonstrated analytical ability required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work
- Information systems or database management experience

Job Dimensions

Geographic Responsibility: Washington, D.C.
Internal Relationships: Finance, and Communications
External Relationships: Sponsors
Budget / Revenue Responsibility: Limited

Organization Structure

Direct Line Manager (Title): *League Commissioner*
Number of Direct Reports: None
Estimated Total Size of Team: 1

The above statements are intended to describe the general nature and level of the job being performed by the individual(s) elected to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Stonewall Dodgeball DC reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.