



Job Title:	Executive Director	Job Category:	Administrative
Location:	Bartlesville, OK	Travel Required:	Local
Level/Salary Range:	\$15.00 -\$25.00/hr	Position Type:	Part Time
Posting Date	TBD	Posting Expires:	TBD
External Posting URL:	www.bartlesvillesports.net		
Applications Accepted By:			
FAX OR EMAIL: bartlesvillesports@gmail.com Subject Line: Executive Director Application		MAIL: Bartlesville Sports Commission c/o Debbie Mueggenborg 302 S Osage Ave Bartlesville, OK 74003	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>As the chief paid staff member of the Bartlesville Sports Commission, the Executive Director is the primary liaison between the organization and the Board of Directors, community at large and primary stakeholder partners. Duties include but are not limited to:</p> <ul style="list-style-type: none"> • Monthly Board Meeting Management <ul style="list-style-type: none"> ○ Scheduling meetings and reserving space ○ Emailing Board meeting materials to members ○ Tracking minutes • Annual Event Management <ul style="list-style-type: none"> ○ Hall of Fame ○ Fall Sports Showcase Luncheon ○ Winter Sports Showcase Luncheon ○ Masters ParTEE • Membership Management <ul style="list-style-type: none"> ○ Maintain member database ○ Monthly renewal letters and emails ○ New member solicitation • Financial Management <ul style="list-style-type: none"> ○ Primary liaison with financial services provider ○ Sponsor and supporter tracking ○ Invoice requests and tracking ○ Grant writing and other fundraising duties 			



- Website and Social Media Management
 - Content and graphic updates
 - Newsletter creation and execution
 - Maintain content and presence on main social media platforms
 - Work with website creation and housing company on major site changes
 - Create and manage text to give platform
- Marketing and Public Relations
 - Maintain presence on/in radio, newspaper and monthly local publications
 - Coordinate with local youth and adult sports organizations on upcoming events, bids and marketing partnerships
 - Primary branding ambassador

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Graduation required; Bachelor’s Degree preferred

PREFERRED SKILLS

Microsoft Suite / Google Docs
 Strong written and verbal communication skills
 Basic financial management skills
 Social media fluency
 Basic graphic design skills

ABOUT THE BARTLESVILLE SPORTS COMMISSION

The Bartlesville Sports Commission (BSC) was established in 2007 by a group of community leaders who support local athletics. The BSC mission is to instill in the hearts and minds of Bartlesville youth the motivation to excel in athletics, to build excitement around all regional athletic events, and to generate and promote athletic activities that will have a positive economic impact on the Bartlesville area.

The BSC hosts several events throughout the year including the Annual Bartlesville Sports Hall of Fame. The inductees include athletes, teams and coaches and one award of merit – the highest honor the BSC presents, goes to an individual or team. Another major focus of the BSC is bringing regional and national amateur sporting events to Bartlesville.

The Commission is comprised of a volunteer Board of Directors and supported financially by its members, patrons, sponsors and the community at large.

Approved By:		Date:	
Last Updated By:	CJB	Date/Time:	01/21