

Event Manager

National Field Archery Association

NFAA Foundation

Where: NFAA Headquarters; Yankton, SD

Hours: Contract or Full-Time Available

Pay: Based on Experience

We are seeking a self-motivated individual with a passion for marketing and events to join our growing team. As the Event Manager, you will play a crucial role in planning and marketing NFAA and NFAA Foundation events at all levels. This position will play a leadership role in overseeing the success of our events and must be able to work in a team environment, utilizing available resources to ensure the success of both the events and the organization while also providing a great experience for all attendees. If you are enthusiastic about creating impactful experiences and driving event success, we want to hear from you!

Responsibilities will include:

- Support events from planning through execution. Oversee logistical planning, marketing, promotion, and onsite coordination for successful outcomes.
- Assist in creating event financials. Develop budgets and progress reports.
- Manage event content: Oversee content for NFAA and NFAA Foundation websites (nfaausa.com and thevegasshoot.com) and Archery magazine.
- Set up and manage event registration on online registration platform (Sport80). Communicate with staff regarding registration information, launches, deadlines, customer enquiries, and data/reporting.
- Coordinate event communications. Schedule and execute announcements, press releases, wrap-ups, news posts, and social media updates.
- Help manage NFAA calendar of events and grow event listings. Work with state organizations and clubs to sanction/license local, state, and sectional tournaments.
- Oversee event logistics: Handle inventory, purchasing, and transportation of supplies.
- Oversee venue setup and teardown: Manage timeline, labor, staff, and volunteers to ensure completion.
- Coordinate catering and concessions schedules.

- Assist with trade show management: Oversee vendor processing, booth selection, inquiries, billing, and onsite administration.
- Recruit and coordinate event volunteers and staff: Work with judges and contract labor.
- Coordinate supplemental events and partnership events. (i.e. Practice with the Pros, Archers Appreciation Nights, National Archery in the Schools, Scholastic 3D Archery, etc.)
- Coordinate the use of the electronic scoring system (lanseo). Serve as the primary results manager for smaller events. Assist with contracting scoring labor for larger, more complex events requiring additional onsite staff. Manage scoring tablets and related equipment.
- Compile and analyze event feedback. Publish results and records for sectional and national events.
- Assist in creating event manuals and toolkits. Develop resources and guides for clubs and state organizations, including the use of electronic scoring systems (lanseo) and other necessary resources.
- Implement new tournament bidding process: Assist in the creation and execution for national and sectional tournaments.
- Assist with additional projects as needed.

Qualifications:

- Must have strong technical skills including experience with SaaS platforms.
- We are looking for someone who:
 - Has the ability to learn and develop skills.
 - Is persistent and takes initiative.
 - Is approachable, social and accountable.
 - Thrives in a team environment.
- Positive and upbeat attitude. Must be able to handle high stress situations in a calm manner.
- Must be able to anticipate project needs, set goals and priorities, and meet deadlines.
- Must have the ability to manage multiple projects and priorities.
- Physically able to perform event tasks, must be able to lift up to 50 lbs.

The right candidate could be considered for remote work but the position will require travel for planning meetings and events. Compensation for tournament

attendance will include travel, room and board. Please note extended hours may be required through events.