



## **ASSISTANT DIRECTOR OF CORPORATE COMPETITIONS**

The Iowa Sports Foundation (ISF) has an opening for a full-time Assistant Director of Corporate Competitions. The Assistant Director, reporting to the Director Corporate Competitions, will play a key role in the planning of the Corridor Corporate Games and the Quad Cities Corporate Games, as well as a support role in other Iowa Sports Foundation initiatives. This position will be mostly virtual, and the ideal applicant will be based in the Cedar Rapids, Iowa City, or Quad Cities area.

The Iowa Sports Foundation offers a wide range of benefits, including a hybrid, flexible work environment. While there are no residency requirements, employees must be able to be on-site in Cedar Rapids, Iowa City, and the Quad Cities area on a regular basis, including frequent travel between these communities during peak times.

### **PRIMARY RESPONSIBILITIES:**

- Oversee Corridor Corporate Games and Quad Cities Corporate Games event operations
- Provide customer service for company administrators and event participants
- Serve as a key account manager for Iowa Corporate Games and Live Healthy Iowa companies as assigned
- Create resources and support materials for events
- Recruit individuals and organizations to participate
- Assist in the planning and management of Iowa Corporate Games events
- Recognize and pursue new sport and event opportunities

### **OPERATIONS**

- Oversee the recruitment of Iowa Corporate Games interns
- Coordinate with key stakeholders for Corridor and Quad Cities Corporate Games partners
- Update website content & online registration
- Serve as Iowa Corporate Games liaison to committees and organizations as assigned
- Assist with development and implementation of marketing plans
- Assist in coordinating special events

### **OTHER RESPONSIBILITIES:**

- Assist in the development of Iowa Corporate Games programs, events and challenges
- Serve as a contact for ISF initiatives in eastern Iowa as necessary
- Assist with other Iowa Sports Foundation programs, events, and challenges as assigned
- Attend health fairs, conferences and other assigned ISF events
- Fulfill all other assignments as reasonably requested by the ISF managerial staff relating to the foregoing duties and other ISF events and programs

## **QUALIFICATIONS**

To qualify, candidates must possess:

- Bachelor's degree in related field
- Experience with account management and direct client communication
- Ability to work remotely from home, based in the Cedar Rapids/Iowa City/Quad Cities area
- Outstanding written and verbal communication skills
- Strong customer service skills
- Ability to work in a team environment
- Demonstrated integrity within a professional environment
- Ability to prioritize and multi-task
- High attention to detail and strong organizational skills
- Experience planning events
- Ability to work nights and weekends when necessary
- Reliable transportation (stipend for personal vehicle use provided)

## **BENEFITS**

- Salary commensurate with experience
  - Hiring range projected at \$37,500-\$45,000
- Comprehensive medical coverage
- Retirement plan
- Fitness reimbursement
- Generous paid time off

## **HOW TO APPLY**

Email cover letter, resume, and contact information for 3 references to Matt Beatty, Chief Operating Officer at [matt.beatty@iowasportsfoundation.org](mailto:matt.beatty@iowasportsfoundation.org).

## **DEADLINE**

Open until filled. First review of candidates begins Friday, September 23, 2022