

Job Title: Deputy Director

Position Summary: The MidwayUSA Foundation, a national 501(c)(3) public charity in Columbia, Missouri, seeks an experienced Deputy Director. The Deputy Director is a vital part of the Foundation's senior leadership team, responsible for leading and managing the Programs Group, ensuring compliance with all grant-making and grant-compliance requirements. This role involves working closely with the Executive Director to implement strategic initiatives, enhance organizational performance, and cultivate a collaborative and inclusive work environment. The Deputy Director will provide leadership to Program Managers, Program Coordinators, Marketers, and the Logistics Coordinator, equipping them to succeed in their respective roles.

Reports to: Executive Director

Essential Job Functions

- Collaborate with the Executive Director in the strategic planning process and execute the Foundation's strategy.
- Lead the Programs Group (including Program Managers, Program Coordinators, Marketing, and Logistics Coordinators) to achieve tactical and strategic objectives.
- Oversee the administration of all grant processes, including Cash, Product, Range Development, and Coach Training grants.
- Monitor policy adherence by grantees (Range Development, Coach Training, and Product Grant recipients) and work with Program Managers to address any irregularities or delinquencies.
- Guide Program Managers in evaluating applications for competitive Range Development and Coach Training grant programs.
- Direct the Product Grant program, ensuring proper acquisition, inventory accountability, and delivery of product grants to eligible teams and organizations.
- Collaborate with the Programs Group to support other functional areas (Projects and Events, Sponsorships, etc.) and leverage synergies across all departments.
- Serve as the Pittman-Robertson Wildlife Restoration Act specialist, working with state game and fish/wildlife organizations and the Association of Fish and Wildlife Agencies (AFWA) to secure range development funding.
- Represent the Foundation at competitions, events, and conferences.
- Serve on industry committees as required.
- Act as the Executive Director in their absence.
- Perform other duties and responsibilities as assigned by the Executive Director.

Qualifications

- Bachelor's degree required, with at least 5 years of senior level leadership experience.
- Deep commitment to the Values of the Foundation.
- Knowledge and interest in the shooting sports.
- Proven experience in leadership and management within a non-profit or similar organization.
- Strong understanding of grant-making processes and compliance requirements.
- Excellent strategic planning and execution skills.
- Ability to foster a collaborative and inclusive work environment.
- Experience working with state wildlife organizations and knowledge of the Pittman-Robertson Wildlife Restoration Act is a plus.
- Ability to work outside standard operational hours, including weekends, and travel up to 25% of the time as required.
- Physical ability to lift 30 pounds, carry up to 20 pounds, and push/pull objects weighing up to 70 pounds.

Additional Information: MidwayUSA Foundation serves over 2,800 youth shooting sports teams and strives to provide sustainable funding for youth shooting sports teams and organizations nationwide, in a fast-paced work environment.

Disclosure: The MidwayUSA Foundation provides equal employment opportunities and prohibits discrimination and harassment based on various protected characteristics. Employment is contingent upon successful background checks, I9 verification, and drug screening.

How To Apply:

Email your cover letter, resume, and concise answers to the questions listed below to:

careers@midwayusafoundation.org

We will accept applications until the position is filled. For additional information you can visit our website at <https://www.midwayusafoundation.org/careers/>.

Questions for Deputy Director Candidates:

1. Why do you want this job and believe you will be a good fit for this position and organization?
2. Describe a situation where you felt you were an especially effective leader.

3. What is your experience in public charity organizations?
4. What is your background/participation in the shooting sports?
5. Give some examples of your creative management skills.

Benefits

Provided from the first day of employment:

- Health insurance and savings accounts
- Vision, Dental insurance, life insurance, paid time off, parental leave, and retirement plan.

Schedule

- Monday to Friday
- Weekend availability