



Utah League Director Job Description

Description

The League Director is an executive level full-time hybrid staff position in the Utah High School Cycling League. Key responsibilities include providing leadership, setting up the culture, and ensuring correct business practices. As a non-profit youth development organization, the league must maintain high standards while promoting NICA's Core Values. The League Director formulates the league's strategic vision and provides the resources to accomplish the mission. The League Director reports to the Utah High School Cycling League Board of Directors. This position has a salary range of \$110,000-135,000.

Strategic & Operational Leadership

- Develop a three to five-year strategic plan for continued growth, financial stability, and flexibility to account for potential opportunities and/or threats.
- Develop an annual plan for all league events to include coach and race crew training, venue surveys, student summits and races.
- Identify and evaluate all risks to participants, staff, and volunteers. Implement safety protocols and risk mitigations measures.
- Determine the league's full-time, part-time, and seasonal staffing requirements. Assist in recruiting and training select individuals.
- Oversee efficient and effective day-to-day activities.
- Establish and maintain a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.

Values Driven Culture

- Evaluate all programs and products to ensure they align with the league's mission, vision, and core values.
- Establish feedback systems for coaches, student athletes and families to continually enhance the organization.
- Develop policies and rules that allow for the ability to teach rather than to solely punish teams and student athletes.

Business Practices and Financial Stability

- Adhere to all federal, state, and local regulations, policies, and guidelines for a 501(c)3 non-profit organization.
- Maintain required licenses, permits, and insurance.
- Develop a comprehensive budget for board approval. Oversee all expenditures.
- Understand supply chain management and oversee purchasing of equipment, supplies, and services.
- Create relationships with current and potential sponsors. Develop sponsor funding proposals.
- Ensure sponsor fulfillment in branding, messaging, and race day placement.
- Research and write proposals for applicable grants.
- Cultivate and solicit donors.



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Community Relations and Advocacy

- Effectively communicate with all league stakeholders.
- Develop strong working relationships with NICA staff and other League Directors.
- Establish relationships and collaborate closely with landowners/managers and trail associations.
- Understand the trail grant writing process and be able to assist interested parties.
- Provide input to trail planning and design of future race venues.
- Ensure trail advocacy and stewardship of trails is taught throughout the league.
- Follow changes in state law, Utah High School Activities Association (UHSAA) guidelines and school district policies that may affect league participants.

Required Skills and Qualities

- Bachelor's degree and 3+ years of relevant business experience in management and leadership role.
- Ability to determine strategies to move the organization forward, set goals, create, and implement plans and evaluate the process and results.
- Proven professional experience working in strategic planning, leading a team, expanding mission relevant programs, and ensuring organizational effectiveness.
- Strong interpersonal skills demonstrated productive relationships across multiple stakeholders (staff, coaches, students, parents, sponsors, donors, community partners, public officials, etc.)
- Commitment to the league's mission, vision, and values.
- Demonstrated passion for enhancing the lives of students and families.
- Physical ability to work in a labor-intensive environment.
- Background check and valid driver's license required.

Time Commitment

- Two or more years in the position of League Director.
- Practice season: November - July
 - Full-time employee - 40 hours a week. Hybrid as appropriate.
 - Ability to work a minimum of 12 weekends as needed for summits, conferences, and venue surveys.
- Race season: August - October
 - Full-time employee - Most weeks consist of 60+ working hours.
 - Ability to attend every race weekend to support staff and race crew.



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To Apply

Please send a cover letter and resume to Kelly Curry, Director of Human Resources at jobs@nationalmtb.org by September 1, 2025.

Those whose applications are up for consideration, will be contacted after that date.

NICA is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.