



POSITION DESCRIPTION

Position Title:	Chief Competitions Officer
Position Location:	Camp Perry, Ohio
FLSA:	Exempt
Reports To:	Chief Executive Officer

Position Summary:

The Chief Competitions Officer (CCO) is a senior executive role responsible for the strategic leadership, oversight, and execution of the Civilian Marksmanship Program's nationally recognized shooting events. Reporting directly to the CEO, the CCO serves as the primary authority for competitive programs, providing direct oversight to the Highpower, Pistol, Smallbore and Air Gun Managers. The set of duties for this position include the holistic management of all competitions and competition facilities at Camp Perry to include the National Matches, the operational excellence of the Talladega Marksmanship Park and the Judy Legerski CMP Competition Center in Alabama and other competition events held around the United States to include the CMP Travel Games. The CCO's primary mission is to promote marksmanship and drive increased participation in nationally held shooting events while ensuring the highest standards of safety and fair play.

This position requires a highly organized, technically capable, professional, discreet, and trusted individual who can work autonomously, anticipate needs, manage multiple priorities, and ensure seamless execution of meetings, travel, and visitor logistics. This is an on-site position based in Camp Perry, Ohio, with periodic domestic travel required.

Position Responsibilities:

Strategic Oversight & Facility Management

- Provide high-level leadership and direction to the Highpower, Pistol, and Airgun/Smallbore departments, ensuring alignment with organizational goals.
- Oversee the daily operations and maintenance of the Talladega Marksmanship Park (Alabama), the Gary Anderson CMP Competition Center (Ohio), the Judy Legerski CMP Competition Center (Alabama) and when completed the full new Gary Anderson CMP Competition Complex (Ohio).
- Ensure all programs and facilities operate in accordance with policies established by the CMP Board of Directors and leadership.
- Oversee and supervise budgets for all competitive programs and facility operations.

Event Planning & Execution

- Manage the logistics, venues, schedules and rules for all tournaments, leagues, and championship series, including the National Matches.

- Coordinate complex multi-day events and offsite competitions, ensuring seamless execution of administrative and technical requirements.
- Approve and maintain Memorandums of Understanding (MOUs) for events held in coordination with external organizations
- Ensure the highest safety standards are maintained for all events in accordance with CMP SOPs and other safety guidance documents.

Stakeholder Management & Promotion

- Coordinate with athletes, affiliated clubs, referees, and organizing committees to facilitate safe and professionally administered events.
- Act as a primary liaison between the organization and the shooting sports community to promote events and resolve conflicts.
- Collaborate with marketing and training departments to drive participant retention and interest

Compliance, Regulation & Participant Development

- Oversee and serve as a key advisor to the Rules Committee, enforcing governing body rules and ensuring fair play across all disciplines.
- Maintain accurate program histories and records for board reporting and organizational analysis.
- Drive participant development by creating clear pathways for competitors to advance from grassroots to national-level excellence.

Skills & Qualifications:

Required Skills

- **Project Management:** Exceptional organizational and time-management skills required to handle multiple major competitions and strict deadlines simultaneously.
- **Communication:** Ability to communicate effectively with diverse groups, resolve high-pressure conflicts, and promote the organization's mission diplomatically.
- **Technical Proficiency:** Strong computer skills, including proficiency with Microsoft Office and proprietary competition management systems.
- **Leadership:** Proven ability to manage senior-level staff and large-scale facility operations independently.

Education & Experience

- **Background:** Extensive background in the shooting sports as an organizer, competitor, or preferably both. Demonstrated accomplishment in those endeavors is required.

- Qualifications: Requires a Bachelor's degree in Sports Management, Event Management, Business, or a related field, or equivalent professional high-level management experience.
- Minimum of 5–10 years of experience in planning, coordinating, and managing shooting sporting events and personnel.

Work Environment, Physical Requirements & Travel

- On-site position located in Camp Perry, Ohio.
- Work is performed in both a professional office environment and outdoor shooting range settings.
- Extensive domestic travel required, particularly to support the CMP's operations in Alabama, and other major competitive events around the nation.
- Ability to work occasional evenings, weekends, and extended hours during peak competition seasons.
- Valid driver's license and completion of SafeSport Certification are mandatory on-site position located in Camp Perry, Ohio.

Personal Attributes

- Proactive, calm, and solutions-focused under the pressure of live national competitions.
- Detail-oriented with a strong commitment to follow-through and organizational integrity.
- Diplomatic and service-minded when interacting with board members, senior executives, and the public.

Reports To

- Reports directly and primarily to the Chief Executive Officer.
- Further responsible to the less frequent request of the Executive Chairman of the Board of Directors.
- Interacts with Board members and Officer personnel.

Complexity Level

- High. The CCO is responsible for the overall success of the CMP's core mission-related programs and must exercise a high degree of personal judgment and discretion.