



17304 Preston Rd, Suite 800  
Dallas, TX 75252  
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## JOB DESCRIPTION

<b>Position</b>	Capacity Building Manager
<b>Organization</b>	USA Cricket
<b>Department</b>	Organizational Development
<b>Line Manager</b>	CEO
<b>Direct Reports</b>	Coordinators, Training Staff
<b>Term</b>	Full time
<b>Type</b>	On-site (Travel Required)
<b>Location</b>	Houston, USA
<b>Salary</b>	DOE

### JOB SUMMARY:

The Capacity Building Manager is a key figure responsible for revitalizing cricket structures nationwide. This role involves developing and executing comprehensive strategies/plan to enhance the proficiency of coaches, umpires, curators, and administrators. Collaboration with various administrative units and providing customized support are essential components, contributing to the elevation of coaching and administration standards. The coordinator oversees the planning and execution of workshops, serving as a champion for best practices and skill development. Furthermore, his/her role extends to ensuring the sustainable growth of cricket in the USA through visionary planning.

### KEY RESPONSIBILITIES:

#### 1. Planning and implementation

- Conducting a comprehensive assessment of the current state of cricket coaching, umpiring, and administration in the USA.
- Identify the specific needs, skill gaps, and challenges faced by coaches, umpires, curators and administrative staff at different levels.
- Coordinate with USA Cricket's High-Performance Program to align developmental goals and ensure cohesive progress.
- Develop customized capacity-building programs tailored to the unique needs and skill levels of coaches, umpires, and administrative staff.
- Create a tiered training system with beginner, intermediate, and advanced levels to ensure continuous skill development.
- Establish partnerships with cricket clubs and leagues across the country to foster a collaborative approach to development.



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- Work closely with leagues, clubs and relevant organizations to address specific developmental needs, whether it's enhancing coaching standards, improving umpiring quality, or streamlining administrative processes and player development.
- Design and oversee training programs that meet international standards and certifications recognized by cricket governing bodies.
- Offer certification courses for coaches, umpires, curators and scorers, ensuring that they are up-to-date with the latest rules and techniques.
- Provide continuing education opportunities and skill-enhancement workshops to keep individuals engaged and growing.
- Establish partnerships with educational institutions and sports organizations to facilitate knowledge exchange.
- Collaborate on research projects, training methodologies, and curriculum development to enhance the quality of cricket training in the USA.
- Implement a robust monitoring and evaluation system to assess the effectiveness of training programs.
- Collect feedback from participants and stakeholders and use metrics to make data-driven adjustments for continuous improvement.
- Develop guidelines and best practice resources for cricket administration to improve organizational efficiency.
- Organize and facilitate workshops, seminars, and training sessions on various aspects of cricket development.
- Tailor the content to meet the diverse needs of different communities and demographics, including youth, women, and underserved populations.
- Contribute to the development of long-term strategies for sustainable cricket growth in the USA.
- Implement initiatives to promote diversity and inclusion within the cricket community, including outreach programs in underserved areas.

## **2. Budgetary Responsibility:**

- Develop and manage the budget for capacity-building initiatives, tracking spending against allocated funds.
- Collaborate with finance and stakeholders to align budget planning with organizational policies.
- Prepare detailed financial reports, analyses, and recommendations for future budget allocations.
- Contribute to explore funding opportunities for capacity building program through sponsorships, grants, and partnerships to ensure the financial sustainability of development programs.
- Oversee budgeting for infrastructure projects, ensuring financial viability and alignment with development plans.
- Maintain transparency and accountability in all budgetary matters.

## **3. Supervisory Role:**



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- Lead and manage a team of volunteers, setting clear objectives and fostering a collaborative team culture.
- Develop and implement a comprehensive training plan for the team, focusing on relevant areas.

#### **4. Work Ethic:**

- Demonstrate professionalism, flexibility, and commitment to USA Cricket's values and standards.
- Work collaboratively, proactively address challenges, and prioritize tasks effectively.
- Stay current with sports development trends, promoting a culture of continuous learning.
- Exhibit ethical practices, engage inclusively, and demonstrate resilience in challenging situations.

#### **5. Special Features of the Job:**

- Extensive travel to engage with local cricket communities and provide tailored support.
- Flexibility in work hours, including evenings and weekends, to align with the cricket calendar.
- Engage with diverse stakeholders, adapting communication strategies for varied audiences.
- Commitment to continuous learning and hands-on implementation of capacity-building strategies.
- Balance between strategic planning and practical execution, managing a varied portfolio.
- Leadership in significant projects impacting the growth of cricket in the USA.
- Active involvement in advocating for and implementing inclusive practices within cricket organizations.
- Requires strong interpersonal skills for stakeholder engagement and robust project management abilities.

## **Skills and Qualifications**

### **1. Academic/Experience**

- Bachelors or master's degree in sports management, education, organizational development, or related field. Advanced degrees or certifications in sports development, coaching, or organizational capacity building are beneficial.
- Proven experience in capacity building, training, or development roles, preferably in the sports sector. Demonstrated ability to design and implement effective programs.
- Strong understanding of cricket operations in the USA, including challenges and opportunities at all levels.
- Expertise in developing and delivering training programs, curriculum design, and workshop facilitation.
- Familiarity with current trends in sports development, coaching, and management. Ability to apply these practices to cricket capacities.
- Excellent project management and strategic planning skills. Ability to manage multiple projects, prioritize, and deliver results.
- Strong interpersonal and communication skills, engaging effectively with stakeholders in various roles.
- Proficiency in partnership development and stakeholder management.
- Experience in evaluating and monitoring the effectiveness of capacity-building programs.



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- Commitment to promoting inclusivity and diversity in sports. Experience implementing strategies for diverse groups.
- Leadership experience, inspiring and guiding teams in capacity building and cricket development.

## 2. Technical Skills:

- Advanced project management skills, planning, executing, and monitoring complex capacity-building projects.
- Expertise in designing and implementing training programs, curriculum development, and effective delivery.
- Familiarity with trends and best practices in sports development, coaching, and management.
- Proficiency in data analysis and program evaluation.
- Strong understanding of organizational development principles.
- Knowledge of talent identification, infrastructure development, and digital tools for training.
- Competence in stakeholder engagement and relationship management.
- Excellent communication skills, written and verbal.

## 3. Leadership:

- Demonstrated leadership ability, setting clear objectives, inspiring teams, and fostering a conducive learning environment.
- Strategic thinking and vision for long-term capacity-building strategies aligned with USA Cricket's objectives.
- Strong decision-making skills, effective conflict resolution, and a knack for leading change and innovation.
- Exceptional communication skills, conveying ideas clearly to various stakeholders.
- Emotional intelligence and empathy for managing team dynamics and fostering a positive work environment.

## 4. Core Competencies:

- Excellent interpersonal and communication skills for engaging with stakeholders in the cricket community.
- Strong organizational skills, managing multiple projects and initiatives simultaneously.
- Innovative and creative thinking for developing new approaches to capacity building in cricket.
- Commitment to inclusivity and diversity, advocating for strategies that promote diversity in cricket.
- Strong analytical and problem-solving abilities, adapting to changes in the sports environment.
- Deep understanding of cricket operations and the landscape in the USA.
- Proficiency in project management and strategic planning.
- Excellent networking skills, building and maintaining strong relationships.
- Commitment to continuous learning and professional development.

## Application Process:

Interested and qualified candidates should submit a full CV with a cover letter explaining and highlighting their skills and experience. Please send all applications to the following e-mail address: [HR@usacriket.org](mailto:HR@usacriket.org), under the subject title: **Application - Capacity Building Manager**

The closing date for all applications will be **11.59 pm PT on February 6<sup>th</sup>, 2024.**