



Job Description
Compliance & Inventory Manager
Scholastic Shooting Sports Foundation
Location: Waterford, WI
Reports To: National Director, Scholastic Clay Target Program
Status: Full Time, Exempt

The Scholastic Shooting Sports Foundation (SSSF) is seeking a highly motivated individual to assume the role of Compliance & Inventory Manager. The successful candidate will be primarily responsible for regulatory compliance, FFL administration, inventory management and administration, and fundraising event coordination.

The Scholastic Shooting Sports Foundation (SSSF) is a 501c (3) not-for-profit organization and is the national leader in youth development shooting sports programs. Using a combination of education and athletics our mission is to enhance the growth and personal development of student athletes throughout the nation through the shooting sports.

Through a variety of fun, team-based shooting events in both our Scholastic Clay Target Program (SCTP) and Scholastic Action Shooting Program (SASP), we provide student athletes aged elementary through college with a supportive environment where shooting sports serve as catalysts for teaching life lessons and skills that emphasize positive character traits and citizenship values. Throughout all training, practice and competitions, we instill in our participants a commitment to safe firearm handling, teamwork and leadership.

Job Description

- **Regulatory Compliance & Federal Firearms License Administration**
- **Maintain accurate records of all SSSF inventory utilizing inventory control software**
- **Utilize inventory control software to determine ordering quantities of all SSSF medals**
- **Prepare and set up fundraising events including banquets, raffles, online sales, etc.**
- **Administer raffle ticket disbursement, tracking, and reconciliation in support of fundraising efforts**
- **Process online and in-person orders and incoming and outgoing shipments, including, but not limited to firearms, medals, ammunition, etc.**
- **Process incoming mail, scan, and email to appropriate team members**
- **Make occasional bank deposits and upload deposit information for processing**
- **Other duties as assigned**

Qualities

- **Mission-driven with a genuine interest in youth development through athletics and the shooting sports**
- **Highly organized with the ability to manage multiple administrative priorities simultaneously**
- **Discreet, trustworthy, and reliable when handling regulated materials, sensitive records, and financial transactions**
- **Collaborative team member who communicates clearly and proactively**



Desired Qualifications

- Demonstrated experience with inventory management and inventory management software packages
- 2+ years' experience with shooting sports competitions
- Proficient with Microsoft Office suite and other software packages, with an emphasis on inventory management
- Experience with fundraising and fundraising software
- Valid driver's license
- Working knowledge of all clay target and action shooting sports
- Prior experience as a volunteer youth sports coach
- Ability to travel for fundraising events and major competitions up to 15% including some weekends
- Ability to operate forklift, pallet jack, and hand truck
- Ability to lift/carry up to 50 pounds

Compensation

Competitive pay based on experience and qualifications.

How to Apply

Interested candidates should submit the following to jobs@sssfonline.com:

- Resume
- Cover letter
- Salary Requirements

Interviews will be scheduled in early April 2026. Applications will be reviewed on a rolling basis; early submission is encouraged.

SSSF is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, sex, national origin, disability, age, or any other characteristic protected by applicable federal, state, or local law. This posting does not constitute a contract of employment. Employment with SSSF is at-will.