

## **Executive Director Force Soccer Club**

Force Soccer Club seeks an Executive Director to serve as the strategic, operational and visionary leader of our organization. The Executive Director will report directly to the Executive Board of Directors and in partnership with the Board, produces, updates and manages the strategic and operational plan and budget that reflects long term objectives of the club.

The Executive Director will be ultimately accountable for all aspects of the Club's daily operations both internal and external. He/she will be responsible for ensuring on-field activities and programs are effectively delivered to Club members, while also managing finance, administrative operations, field and facility operations, volunteer resources, marketing, sponsorship and community outreach programs. This includes collaborating with the Board of Directors, Director of Coaching, and his/her staff to ensure accomplishment of the club's mission, strategy and annual goals.

### **Key Responsibilities:**

#### **Club Programs**

- Collaborate with Director of Coaching for Boys and Girls programs to outline distinct strategies for both competitive and developmental programming and ensure that strategy is communicated and executed by coaches and staff.
- Collaborate with Director of Coaching for Boys and Girls programs to grow the long-term revenue and profitability of our club by expanding and improving the performance of our camps and clinics.
- Partner with the Board of Directors and Director of Coaching to develop and implement programs with a heavy focus on measurable and visible goals and objectives.
- Keeps Board well informed (on a timely basis) of significant issues affecting the development and delivery of programs and services.
- Implements player evaluation process
- Implements tryout process, sets tryout schedule, and staffs tryout evaluators.
- Works in conjunction with Director of Coaching and other identified board members on team formations.

#### **Personnel Management**

- Assist with the hiring and ultimately the managing of the Director of Coaching.
- Develop and formalize Club policies for hiring and promoting coaches and paid staff including hiring process, employment contracts, continuing education requirements, etc.
- Implement formal personnel evaluation and promotion process.
- Operate in compliance with all employment, anti-discrimination and record-keeping laws and requirements including state and local regulations.
- Work with the Director of Coaching to make sure all organizational tasks within the coaching program are completed and executed with professionalism.
- Coordinates activities to leverage existing volunteer resources to achieve club mission and goals.
- Actively recruits committee members and volunteers.

- Facilitates and develops club committees as well as assisting in organization, monitoring activities, and ensuring effective transition between years.

### **Tournaments**

- Work closely with Tournament Director to ensure the growth, financial performance, and guest satisfaction of FSC tournaments continues to improve year-over-year.
- Work closely with Tournament Director to ensure a planning process is in place, communicated and highly visible to maximize opportunities for successful Club tournaments and events.
- Collaborate with the Board to engage membership in volunteering and to involve community and business sponsors for Club tournaments and events.

### **Fields, Facilities and Equipment**

- Lead team of Club staff, Board members and Community Leaders to establish and execute long term plan for a primary-use facility to host majority of Club training and games.
- Evolve and formalize inventory management system to track Club-owned equipment and implement plan for appropriate replacement over time.

### **Sponsorship, Scholarship and Community Outreach**

- In collaboration with the Board of Directors, implement a strategic plan to increase the level of sponsorship and donated funds to the club by developing a sponsorship package and identifying potential donors.
- Ensure that new and existing sponsors have their sponsor “benefits” delivered in a professional and timely fashion and that they achieve the expected value of their sponsorship.
- Manage club financial assistance and scholarship programs.

### **Finance**

- Collaborate with the Board of Directors and Director of Coaching to establish a budget and execute the daily operations of the Club to ensure the overall financial health of the organization.
- Manage and staff club approved programs within identified budget.

### **Marketing and Partner Development**

- Collaborate with Board of Directors and Directors of Coaching to execute all marketing, communication and branding strategies.
- Ensure effective use of information technology for Club communications including appropriate platforms, integrated systems for online distribution and consistent and effective use of key Club and member information.
- Manage and enhance relations between the Club, local organizations and businesses, and local governments.
- Serve as liaison to local and national youth soccer organizations and other leagues our teams may compete in.

## **Qualifications and Requirements**

- Preference for candidates with demonstrated leadership, management and communications skills while managing or directing a successful youth sports club.
- Experience that demonstrates strong club operations knowledge is desirable; preferably running soccer operations for another soccer entity (collegiate, non-profit, business operations for a soccer club etc.) Focus should be on the business management and operational side (not solely as Director of Coaching or a coach.)
- Preference will be given to candidates with seven to ten years of business leadership experience
  - Including formulating and executing a fiscal year budget and multi-year financial plan.
  - Organizational development acumen that includes building cohesive teams and ensuring fiscal responsibility.
- Proven leader of people with the ability to build relationships with Club families/customers, staff, board members, sponsors, local community and government.
- Ability to think strategically and translate strategic goals and requirements into quantifiable annual plans, and measurable group and individual objectives
- Effective interpersonal, networking and marketing skills; proven experience leveraging in person, online, social media, and other communications to advance Club's position.
- Success in recruiting, developing, managing, and retaining volunteers and staff.
- Collaborative leadership style that inspires and motivates staff as well as Club members.
- Highly-ethical character and personal integrity; ability to align staff and volunteers with Club values.
- Willingness to work flexible hours, including weekend events.
- Bachelor's degree preferred, ideally in business, nonprofit management, sports administration, or related management field.

### **About Force Soccer Club**

The Force Soccer Club was formed in 2017 through the union of two long standing local soccer clubs, NW Kickers and Rebels Soccer Club. Our mission is to provide all players in our community the opportunity to reach their full potential as people and soccer players through a positive soccer experience.

Force Soccer Club is a 501(c)(3) non-profit organization, which proudly serves more than 500 boys and girls across 38 competitive teams (ages 9-18) and more than 150 in our developmental academy program (ages 4-9). Most of our players live in Brooklyn Park, Champlin, Dayton, Osseo, and surrounding communities.

Immediate opening. Applicants please send a cover letter and resume here: [president@forcesc.org](mailto:president@forcesc.org)