# Phoenixville Area Soccer Club

Job Opening: Executive Director (Part-Time)

**ED Roles and Responsibilities**

1. Financial management of Operations
	1. Approval of Expenditures
	2. Tracking Actual v Budget
	3. Vendor Negotiations and Relationship Management
2. Fundraising
	1. Manage Corporate Sponsorship Program
	2. Recruit Corporate Donations
	3. Research and apply for available grants
	4. Financial Aid Fundraiser Development
	5. Capital Campaign Committee Participation
	6. Organizational Fundraiser Oversight
		1. Beef & Beer Committee (Fall)
		2. Marathon Games (Spring)
3. Staff Management
	1. Oversight of Communications
	2. Oversight of Team Formation Decisions as affects the budget
	3. Single point of contact for PASC employees
4. Management of Processes
	* 1. Risk Management
		2. Registration
5. Management of Volunteer Captains/ Committees
	* 1. Website and Communications
		2. Facilities Manager
		3. Equipment Manager
		4. League Representatives
		5. Financial Aid
6. Special Program Development and Operations
	1. Camps
	2. Tournaments
7. Community Representation
	1. Presence in collaborative not-for-profit associations
	2. Relationship Development with Municipal Leadership Boards

**Governance/Admin**

Compensation: $24,000/ year

ED reports to President and is responsible to the BOD. ED is not a voting member of BOD.

Most frequent interaction will be with Treasurer on budgeting/tracking/expenditures

Responsible for reporting to the BOD at monthly meetings.