**Executive Director Job Description, Qualifications & Expectations**

**SUMMARY:** Under the direction of the Red River Valley United Soccer Club (RRVU) Board of Directors, administers nonprofit youth soccer club as a business and a service to youth soccer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES -** Includes but are not limited to the following:

* To oversee RRVU’s Competitive soccer program.
* To oversee RRVU’s Recreational and Academy programs
* To supervise Recreational program staff
* To supervise Administrative support staff
* To work with Director of Training & Development to develop Coaching & Training programs
* Prepare and submit annual budgets and periodic financial reporting for board input and approval
* Ensure marketing and promotion is adequate to maintain and strengthen programs
* Oversee organizational use of TeamSnap (or other selected mechanism) for player registration, team assignments, game scheduling, and electronic payments.
* Oversee and administer all agreements and communications with partners
* Work with the board on strategic direction and growth and on community and regional partnerships

**Competitive Program:** Supervise the continued development of RRVU’s competitive soccer program, under the direction and with the support of the RRVU’s BOD with the following responsibilities:

* Prepare and administer season plans
* Oversee player registration, tournament registration, timelines & deadlines
* Recruit, screen and hire coaches
* Conduct tryouts
* Recruit, screen, enlist, train, and oversee team managers for the teams
* Oversee finances in conjunction with the treasurer
* Liaison with the RRVU Board of Directors on important strategic decisions
* Serve as a resource for the managers, coaches, parents and players

**Recreational Program:** Supervise the continued development of RRVU’s Recreational soccer program, under the direction and with the support of the RRVU’s BOD with the following responsibilities:

* Prepare and administer season plans
* Oversee player registration, team formation, game schedules etc.
* Supervise Recreational program staff who will manage programs ‘on-site’
* Recruit, screen and appoint volunteer coaches
* Oversee finances in conjunction with the treasurer
* Liaison with the RRVU Board of Directors on important strategic decisions
* Serve as a resource for coaches, parents and players

**Organizational Leadership:**

* Confers with Board of Directors, staff, regional and national organizations, leagues, individuals, groups and committees to implement and extend organization’s visions, goals, programs, and services.
* Implements and contributes continuous constructive enhancements to RRVU business plans.
* Provides information and identifies strategic issues to board to ensure that the board has the proper information needed to make decisions.
* Develops organization programs, policies and practices; advises and works with the Board of Directors to ensure quality of programs and services and effective use of resources.
* Ensure policies and documents meet all required US Youth Soccer, US Club Soccer, and RRVU requirements. Maintains positive relationship and causes compliance with membership in parent and other organizations of which RRVU is a member (e.g. NDSA, US Club Soccer)
* Compiles and maintains membership records and data on members.
* Represents RRVU in the local community.
* With Treasurer and President develops financial goals and budget and recognizes and assesses key indicators of financial health of the association throughout the year
* Maintains appropriate financial records as required to maintain nonprofit status with the United States government, incorporation status with the State of North Dakota.
* Interprets and reviews RRVU constitution, bylaws, rules and regulations and policies for member teams, players, coaches, managers, administrators and others.
* Responsible for training, guiding, providing support and encouragement to volunteers and groups.
* Develops and modifies personnel policies, benefits, job descriptions, recommends new positions.
* Completes annual personnel reviews.
* Seeks and obtains grants and oversees development opportunities.
* Manages an Intern Program to train the next generation of administrators by maintaining relationships with local colleges.

**LEADERSHIP SKILLS and MANAGEMENT ABILITY**

Ability to demonstrate decisiveness, self-motivation, and exemplary leadership skills.  Ability to facilitate and adapt strategically to changing markets and implement vision of the Board to address the growth of soccer. The Director of Operations should consistently demonstrate the following behaviors:  trust, compassion, integrity, honesty, dignity, fairness and respect.

**COMMUNICATION SKILLS**

Ability to respond effectively to sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations to membership, public groups, and/or boards of directors. Ability to read, write and interpret document on policies and procedures. Ability to explain to the RRVU public base procedures for enrolling in various programs. Ability to understand, use and train on various computer software and hardware system and databases. Ability to use the Internet and manage the website. Ability to write persuasive communications to further the goals and objectives of RRVU.

Time Commitment – An average of 40 hours per week

Compensation – to be determined