

## Overview

The Georgia State Soccer Association is hiring a full time experienced, motivated individual as Executive Director. Based in Atlanta, GA, Georgia Soccer boasts 90+ youth clubs, 10 adult leagues, and engages 43,000 players and 4000 coaches annually. With a \$2 million budget, our team of eight covers Membership Service, Tournament & Events, Referee Operations, Coach & Player Development, and Business Operations.

Affiliated with US Soccer Federation and US Youth Soccer, Georgia Soccer offers referee and coaching education, Olympic Development Program, adult leagues, and tournaments. The Executive Director (ED) leads daily operations and staff. Reporting to the Board President, the ED serves as the Association's Secretary.

## Executive Director Responsibilities & Competencies:

- **Ecosystem:** Understand the amateur ecosystem, develop and maintain relationships within it particularly with US Youth Soccer, US Adult Soccer and US Soccer. Participate in the respective committees and taskforces, attend USYS and US Adult workshops & meetings.
- **Manage Business Operations:** Manage Georgia Soccer Office staff, office building, and daily business operations. Must have excellent interpersonal skills, a positive outlook and collaborative management skills.
- **Financial Oversight:** Develop and manage the annual budget with the Board of Directors and manage association finances. Present annual budget drafts for review, produce monthly financial reports, and coordinate annual financial reviews with an independent accounting firm. Must have strong budgeting & financial management skills.
- **Membership Development & Support:** Collaborate with member clubs and leagues and maintain positive and service-oriented relationships. Drive the development of new clubs or leagues, contributing to the expansion of Georgia Soccer.
- **Sponsorship and PR:** Lead marketing and Public Relations efforts. Maintain a positive relationship with sponsors and partners to fulfill commitments and explore new opportunities. Identify and apply for grant programs and oversee existing Innovate to Grow Coaching, Referee and Community grants.

## Qualifications:

- Bachelor's degree in marketing, business administration, or related field; master's degree preferred.
- Over 5 years of leadership in a non-profit soccer organization, preferably a US Soccer Member Organization.
- Over 5 years of staff and support personnel management experience.
- Over 5 years of financial reporting experience in a non-profit setting.
- Demonstrated experience in strategic planning.
- Highly organized with excellent verbal, phone, and written communication skills.
- Positive outlook, strong interpersonal skills.
- Must be legally authorized to work in the US.

Learn more about Georgia Soccer at [www.georgiasoccer.org](http://www.georgiasoccer.org) and apply for the position with a cover letter and resume to [jobs@georgiasoccer.org](mailto:jobs@georgiasoccer.org) no later than February 3rd, 2023