



Job Title: Director of Operations
Organization: Arkansas Soccer Association
Location: Remote in Arkansas, United States
Job Type: Full-time

About Us:

The Arkansas Soccer Association (ASA) is a non-profit organization dedicated to promoting and developing the sport of soccer in Arkansas. With over 19,000 players and 45+ member associations, ASA oversees various programs and events, ranging from recreational leagues to elite-level competitions. ASA maintains affiliation with US Soccer, US Youth Soccer, and US Adult Soccer.

Job Description:

The Director of Operations provides operational management to advance the organization's mission and goals. This role requires a dynamic and innovative leader who can collaborate with stakeholders, drive growth initiatives, and enhance the overall soccer experience for participants across Arkansas. The position reports to the Board President.

Key Responsibilities:

- **Operations:** Oversee the day-to-day operations of ASA, ensuring efficiency, effectiveness, and adherence to organizational policies and procedures, while continuously seeking opportunities for improvement.
- **Sponsorships and Partnerships:** Identify, cultivate, and secure partnerships and sponsorships with businesses, organizations, and individuals aligned with ASA's mission and values, aimed at enhancing revenue and cultivating long-term relationships.
- **Program Management:** Effectively run and promote our soccer programs and initiatives. Look for opportunities to expand and try new ideas that could enrich our players, coaches, and communities.
- **Innovation and Growth Initiatives:** Lead efforts to innovate and grow ASA's impact and reach through initiatives such as player and coach development pathways, technology integration, DEI programs, and strategic partnerships.

Qualifications:

- Bachelor's degree in business administration, marketing, sports management or equivalent combination of education and relevant experience.
- Minimum of 3 years of leadership experience in a similar role
- Previous experience working or volunteering for a soccer organization or club.
- Excellent communication skills, with the ability to effectively interact with diverse audiences.
- Experience working with budgets and generating revenue
- Passion for soccer and youth with a commitment to promoting a positive impact
- Experience using GotSport as a registration and scheduling platform is a plus.



Requirements:

- Must have and maintain a valid Driver's License
- Must have and maintain SafeSport Certification
- Ability to lift 40 lbs.
- Ability to travel within and out of state for events and meetings.
- Must be eligible to work in the United State without sponsorship.

Salary & Benefits:

- \$45,000-\$65,000 DOE
- Comprehensive Benefit Package
- Flexible working arrangement, may work remotely within the state of Arkansas

Application Process:

Interested candidates should submit a resume to office@arkansassoccer.org by May 30th. Please include "Director of Operations" in the subject line. Shortlisted candidates will be contacted for interviews.

Equal Opportunity Employer:

ASA is an equal opportunity employer and is committed to creating an inclusive environment for all employees. We celebrate diversity and are dedicated to fostering a workplace that respects and values differences in perspectives, backgrounds, and experiences. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.