



**FLORIDA
YOUTH
SOCCER
ASSOCIATION**

A: 2828 Lake Myrtle Park Road,
Auburndale, FL 33823

W: www.fysa.com

T: 863-268-8220

Florida Youth Soccer Association (FYSA) Seeks Executive Director

Title: Executive Director

Employment Classification: Exempt employment with compensatory benefits and incentives.

Summary:

The Executive Director is a full-time position for Florida Youth Soccer Association (FYSA). FYSA has a current membership base of over 105,000 registered youth players and approximately 25,000 active coaches, referees, and administrators through our network of over 250 local member organizations across the state. The Executive Director will provide leadership and oversight for office operations, member services, competitive and recreational programming, referees, and the association's promotions and sponsorships

Detailed Duties and Responsibilities:

- Implements FYSA Business Plan within the policies and procedures established by the BOD
- Investigates all grievances or complaints submitted to FYSA, present findings and makes recommendation as necessary
- Identifies member needs and initiates responsive activities to enhance their relationship with FYSA
- Provides guidance and resource to FYSA members clubs and associations
- Collaborates with the BOD on all legal matters for appropriate action
- Ensures that FYSA is in compliance with affiliated soccer governing bodies—USYS, USSF, and FIFA, constitution, by-laws, policies and procedures
- Ensures membership compliance with FYSA constitution, by-laws, policies and procedures
- Oversees the compliance and submission of insurance and financial related issues
- Ensures that all regulatory and compliance reporting deadlines are met (non-profit status, financial, etc.)
- Coordinates fundraising and sponsorship activities
- Assists the BOD with long range planning for programs, sponsorships, fundraising, marketing, etc
- Assists the FYSA staff in preparing annual budget and provide fiscal oversight and control as directed by FYSA constitution, bylaws, policies, and procedures
- Oversees public relations, marketing, and program outreach activities to promote FYSA
- Acts as the FYSA liaison with other State Associations, and governing bodies
- Oversees the daily operations of FYSA to include; hires, evaluations, and terminations of office personnel with Personnel Committee approval
- Attends BOD meetings, committee meetings, regional and national meetings
- Assists with all sponsored FYSA tournaments i.e. State Cup, President's Cup, etc.
- Performs other related duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of basic personnel/managerial requirement for non-profit organizations and soccer governing bodies
- Skills in oral and written communication including public speaking, interpersonal skills consistent with establishing and maintaining effective working relationships with the FYSA BOD, staff,



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memberships, vendors and to accurately and effectively market Florida Youth Soccer Association; computer skills (word processing, spreadsheets, database management); problem solving

- Ability to communicate the strategic and operational objectives of FYSA; to make decision using sound judgment and maintain confidentiality as situations dictate; to meet time driven deadlines; to prioritize multiple work demands; to manage administrative, financial and personnel issues as required while simultaneously managing projects; to troubleshoot/handle difficult situations; to compose, interpret, and apply technical and detailed guidelines, policies and procedures; and to travel as required

Requirements:

- Bachelor's degree or Equivalent Experience required
- Soccer background/knowledge is strongly preferred
- Minimum of 5 years of managerial/supervisory/compliance experience
- Strong leadership, organizational, communication and motivational skills
- Demonstrated ability in a Microsoft environment, which includes Word, Excel, and PowerPoint
- Ability to work some nights and weekends to support events and attend conferences
- Must possess a valid driver's license
- Must pass a background check

Work Environment:

- The FYSA work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee will predominately be in a climate-controlled office space. The employee will occasionally be exposed to outdoor weather, which may include hot or humid conditions. The noise level in the work environment is usually moderate.

Travel Requirements:

- Occasional weekend work required as directed by supervisor.
- Ability to travel domestically as directed by supervisor.

Physical Requirements:

- Ability to lift 40 lbs. with or without assistance.

How to Apply:

Interested candidates should submit a cover letter, resume and wage requirements to applications@fysa.com

Salary/Timeline:

Salary shall be negotiable based on experience. FYSA is seeking quality candidates to begin as soon as possible.