

## **Executive Director – Job Description**

### **Organization:**

Mississippi Soccer Association (MSA)

### **Location:**

Brandon, Mississippi (Hybrid flexibility available)

### **Position Type:**

Full-Time, Salaried

### **Reports To:**

MSA President & Council

### **About MSA:**

The Mississippi Soccer Association (MSA) is a non-profit organization and proud member of US Youth Soccer and the U.S. Soccer Federation. MSA serves youth and adult soccer players across Mississippi through club membership, player development programs, competitions, and coaching education. MSA is committed to growing the game of soccer across all communities in the state through inclusive, sustainable, and mission-driven programming.

### **Position Summary:**

MSA is seeking a dynamic, strategic, and collaborative leader to serve as its next Executive Director. This individual will be responsible for the management and execution of all day-to-day operations of the association in accordance with the strategic goals established by the MSA Council. The Executive Director serves as the primary liaison between the association's membership, staff, council, and external partners.

### **Key Responsibilities:**

- Oversee all MSA operations and staff in alignment with the approved budget and policies.
- Execute the strategic direction and goals set by the MSA Council.
- Develop and manage relationships with member clubs, leagues, coaches, referees, and volunteers.
- Ensure MSA's compliance with all USSF and USYS regulations, as well as state and federal nonprofit requirements.
- Administer annual programs such as ODP, State Cup, Rec Open Cup, coaching education, and outreach initiatives.
- Serve as the primary point of contact with external stakeholders, including sponsors, vendors, and community partners.
- Lead financial planning, grant development, and revenue strategies to sustain long-term growth.

### **Qualifications:**

- Proven leadership experience, preferably within a nonprofit, sports, or youth-serving organization.
- Strong background in strategic planning, financial oversight, and program development.
- Excellent interpersonal, communication, and organizational skills.
- Knowledge of US Youth Soccer and/or U.S. Soccer Federation structures is highly desirable.
- Bachelor's degree in business administration, sports management, nonprofit leadership, or a related field required; advanced degree or equivalent experience preferred.
- Familiarity with Mississippi's soccer landscape is a plus.

### **Compensation:**

- Competitive salary commensurate with experience
- Benefits package including health insurance and paid leave
- Professional development opportunities

### **How to Apply:**

Interested candidates should submit the following materials to [President@mssoccer.org](mailto:President@mssoccer.org):

- Cover Letter
- Resume
- Three Professional References