



Address: 4520 Old Farm Road

Website: [www.oksoccer.com](http://www.oksoccer.com)

Phone: 405-370-3000

## Executive Director Position

### Organization:

Oklahoma Soccer Association (OSA)

### Location:

Oklahoma City, Oklahoma

### Position:

Salaried, Full Time

### Reports To:

OSA President & Board

### About Oklahoma Soccer Association (OSA):

Since 1967, the Oklahoma Soccer Association has worked to form teams, clubs, and leagues in communities throughout the state. Today, more than 31,000 players take part in programs within OSA.

### Job Description:

- Supervise, organize, and implement the operations of OSA under the direction of the Executive Board.
- Be responsible for the recruitment, hiring, training, review, and termination of all OSA employees, not to include the State Director of Coaching or State Technical Director.
- Provide yearly work performance reviews of office personnel to the OSA Board of Directors.
- Work with the OSA Treasurer, external Bookkeeper, and external Certified Public Accountant in producing monthly financial statements, maintaining day-to-day financial



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operations, monthly expense reports, yearly budget, yearly tax filings, and any other financial needs of OSA.

- Represent Oklahoma Soccer Association at US Soccer conferences and selected events.
- Actively seek sponsorships, grants and marketing opportunities that will assist OSA and its members.
- Maintain regular office hours as directed by the Executive Board.
- Participate in monthly OSA Board meetings and present reports on the activities of the ED and office operations.
- Assist all OSA boards and committees to the best of their ability so that the goals of the OSA Mission Statement and needs of OSA members are attained.
- Communicate and include OSA Board Members on issues and decisions pertinent to their positions.
- Inform OSA Board Members of Public Relations opportunities that would enhance the image of OSA.
- Build relationships with member clubs through attendance at member club board meetings, games, events, or direct communication.
- Actively seek and assist in establishing new member clubs. Section 1.02 The ED will seek approval from the Executive Board to engage in other employment or business activities that may require a substantial portion of the ED's time, which might occur during the agreed upon workday.

#### Qualifications:

- Knowledge of Oklahoma soccer, US youth Soccer and US Soccer.
- Supervisory role in an organization with proven leadership within a non-profit or sports organization.
- Excellent interpersonal communication skills.
- Strong background in planning of events, budget, and program development.
- Knowledge of Oklahoma soccer landscape.
- Strong ability in Microsoft office (Word, Excel, PowerPoint) and hosting online meetings.
- Must possess a driver's license.
- Pass a background check.

#### Compensation:

Negotiable with experience. Benefits package includes health insurance, paid vacation, and 401K.



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**How to Apply:**

Interested candidates should submit the following to the [quan@oksoccer.com](mailto:quan@oksoccer.com)

-Cover letter

-Resume

-References (3)