



National League Manager

Job Description

US Youth Soccer (USYS) is the largest youth sport organization in the world. We spend every day thinking of ways to grow and support the game. We're on a mission to build the most innovative service organization in sports and transform lives by inspiring participation. Our vision is to bring communities together through the power of soccer, making life-long fans of the sport.

We are defining the modern-day youth sport organization with innovation as a cornerstone of our strategy. We are guided by the principles of service leadership, performance excellence, collaboration, and diversity and inclusion at all levels of the organization. Our focus on listening, collaborating and adapting our existing model has allowed us to create changes in our business, governance and constituent support, and play a leadership role throughout the industry.

We are all about going above and beyond to serve the soccer community, and we work equally hard to serve our teammates. We are committed to being a great place to work by focusing on hiring, training and promoting talented, dedicated, passionate individuals who want to get better every day.

Position Summary

The National League (NL) Manager will report to the NL General Manager and will be responsible for all aspects of assigned NL Conferences. This role will oversee a system of Leagues within The National League, throughout the seasonal year. The qualified individual will oversee all operational logistics including but not limited to the Club and Team Premier 1 and Premier 2 divisions. During each season, the NL Manager will be responsible for league administration, on-site event operations and oversee support staff across all NL business. Additionally, the NL Manager will be responsible for creating and providing content to the marketing and communications department to enhance the visibility of all players and teams throughout the soccer ecosystem. This is a full-time, salaried, exempt position.

Primary Duties & Responsibilities

- Oversee administrative aspects of assigned league(s) including but not limited to tracking and collection of team applications and event fee payments; maintaining accurate information on participating teams and clubs; and managing expenses related to respective league(s).
- Coordinate marketing and sales initiatives specifically for assigned league(s) as well as in concert with other Managers in growing and developing the NL.
- Oversee all operational aspects of assigned league(s) including but not limited to scheduling matches and events for teams and clubs; coordinating referee matters with appropriate referee entities; managing aspects of field procurement and use; and fulfilling operations aspects of event management including but not limited to field use, medical oversight, referee oversight, staff oversight, and hotel providers at respective events, with the support of the national office operations team.

- Attend and oversee league events, ensuring that adequate event staff, medical support staff, referees and referee support staff are secured and are on site for all events.
- Spearhead College coach/scout attendance initiatives for assigned league(s). Coordinate and distribute college coach/scout recruiting materials.
- Enforce all rules, policies/procedures in accordance with the governance documents of the NL.
- Liaison with the NL General Manager and NL Management Group to assist in the implementation of NL programming and events.
- Provide timely status reports to the NL General Manager.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree is preferred.
- Minimum 3 years of experience in a soccer league management capacity.
- Must have strong soccer leadership background and knowledge of the club soccer business.
- Must be proficient in use of league and event software.
- Must be experienced in managing budgets and limiting expenditure efficiently.
- Must be experienced in scheduling of leagues and/or events with proven hands-on experience including but not limited to scheduling and managing rescheduling with all operational entities.
- Must have the ability to work remotely and/or in an office environment.
- Must have the ability to work independently yet as part of a team.
- Knowledge of USYS programs, policies, procedures and protocol is preferred.
- Must be experienced in event operations.
- Must have solid oral and written communication skills.
- Must have knowledge of customer service standards and procedures.
- Must be highly organized and able to manage multiple tasks simultaneously.
- Experience in marketing and communications is preferred.

OTHER REQUIREMENTS:

- Frequent travel required.
- Ability to work weekends is expected.
- Ability to lift 25 pounds expected.
- Background Check will be required.

A cover letter is required along with your resume.

This is a full-time, exempt position. Please send your resume, compensation requirements, and cover letter to Tish Barksdale (tbarksdale@usyouthsoccer.org). US Youth Soccer is a non-profit organization. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class. We offer a competitive salary and benefits package, the details of which will be made available to qualified candidates.