



Maryland State Youth Soccer Association

Member of the United States Soccer Federation

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www.msysa.org

Executive Director – Maryland State Youth Soccer Association (MSYSA)

Position Description

12/7/20

Position Summary

The Maryland State Youth Soccer Association, established in 1976, is a 501(c)3 non-profit organization whose mission is to serve as the primary advocate for youth soccer in the state. MSYSA is dedicated to offering the highest quality soccer education, player development and programs while fostering sportsmanship, fitness, diversity, teamwork and passion for the game. The Executive Director (ED) serves as the CEO and is responsible for leading the MSYSA team to help the organization grow and reach the next level. The ED serves as the face of the organization and shall report directly to the Board of Directors (BOD). The ED shall also serve as an ex-officio member of the MSYSA Board of Directors.

Duties and Responsibilities

Board of Directors

The ED shall participate with the Board of Directors and its Committees to anticipate, prioritize, and respond to the developing needs and issues associated with:



- MSYSA's affiliate organizations
- Proposed County, State and Federal legislation that may affect MSYSA and its members
- MSYSA sponsor and partners
- USYS, US Soccer and their affiliates
- Referee organizations
- Make all arrangements and prepare all materials for Board and committee meetings, including the Annual General Meeting.

Finance and Budget

- In coordination with the MSYSA Treasurer, the ED shall prepare an annual operating budget and quarterly reports as necessary.
- Ensure that all expenditures are within the guidelines of the budget approved by the Board.
- With Board approval, review and sign contracts for fields, vendors, meeting facilities and other contractual arrangements.
- With Board approval, form partnerships with businesses and negotiate terms of sponsorships as part of a business plan.

Strategic Planning/Business Development

The ED, in conjunction with the BOD, develops a strategic vision for growing the organization membership and sources of revenue. The strategic plan will identify initiatives, partnerships, and opportunities that will support the sustainability and growth of the organization.

- The ED shall work in collaboration with the BOD to undertake new dynamic programs to increase the number of recreational players and improve services at the grassroots level.
 - The ED shall work with local youth soccer clubs, state and regional soccer organizations and leagues, and tournaments to develop long-term relationships.
 - The ED shall seek opportunities that will benefit MSYSA affiliates with professional and collegiate soccer organizations including DC United, Washington Spirit, and the USL.
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Affiliate Relations and Recruitment

- Regular consultation with affiliates to obtain feedback on ways MSYSA can provide support.
- Create a plan to recruit unaffiliated clubs and leagues, including non-traditional organizations.
- Work with local organizers to promote soccer in underserved areas of the state of Maryland.
- Support all levels of youth soccer, in particular recreation- level soccer.

Administration and Operations

The ED shall be responsible for the overall administrative management and operations of MSYSA.

- The ED shall seek, interview, hire and manage MSYSA staff, vendors, contractors, consultants, and partners.
- The ED is responsible for the training and development of all staff.
- The ED shall draft job descriptions that specify the responsibilities and duties for which each employee is accountable and evaluate performance of employees on an annual basis.
- The ED should know and adhere to the Articles of Incorporation, Bylaws, federal IRS tax-exempt rules, and faithfully follow the organization's mission and purpose.

Marketing and Communications

The ED is responsible for the promotion of MSYSA and its programs, events, activities to maximize participation and MSYSA's positive brand.

- Effectively communicate upcoming activities and events.
- Maintain an up to date database of MSYSA's affiliates and contacts.
- Attend affiliate meetings to apprise them of developments and encourage feedback from them.
- Identify and cultivate sponsors for MSYSA programs.
- Seek opportunities where MSYSA can benefit by contributing to community events or business programs.
- Support affiliate members through consistently creating a weekly "Affiliate Spotlight".
- Establishment of a strong and sustained presence on social media including Twitter, Instagram and Facebook as well as emerging platforms.

SKILLS and QUALIFICATIONS

- Proven leadership skills.
- Strong financial and budget management skills.
- Outstanding oral and written communications skills, including presentation skills.
- Demonstrated ability in programs/organization management.
- Ability to think strategically and develop and implement plans for growth.
- Ability to establish goals and lead a small staff in the attainment of those goals.
- Ability to manage several issues, projects, and events at the same time.
- Highly organized

Education

- College degree in business administration or a related field.

Salary

- The salary is commensurate with candidate's experience and qualifications.

Resumes can be sent to applications@msysa.org by January 5th, 2021

