

# Executive Director

## Description:

The Executive Director is a full-time position for Alabama Soccer Association (ASA). **We have a current membership base of over 27,000 registered players statewide, youth and adult, and approximately 2,000 active coaches, referees, and administrators through our network of over 60 local member organizations across the state.** The Executive Director will provide leadership and oversight for office operations, member services, competitive and recreational programming, referees, association promotions and sponsorships.

## Reporting Line/Supervisory Responsibility:

Supervisor: ASA President and Board of Directors

Supervisory Responsibilities for but not limited to:

- Technical Director
- Zone 1 Director
- State Administrator
- Administrative Assistant
- Bookkeeper

## Responsibilities:

- Responsible for implementing changes needed to address the growth of the game in Alabama at the youth and adult levels
- Identifying members' needs and initiating responsive activities to enhance their relationship with ASA
- Implements ASA Business Plan within the policies and procedures established by the BOD
- Responsible for annual budget and provide fiscal oversight and control as directed by ASA bylaws, policies, and procedures
- Oversees the daily operations of ASA; hires, evaluates, and terminates office personnel with BOD approval
- Handles all legal matters, grievances, mediations, leagues issues, insurance issues and regional/national matters on behalf of ASA
- Ensures ASA is in compliance with affiliated soccer governing bodies—USYS, USASA, USSF, and FIFA, constitution, bylaws, policies and procedures
- Ensures membership compliance with ASA bylaws, policies and procedures
- Maintaining confidentiality regarding assessments within the ASA Risk Management Plan.
- Assist the BOD with long range planning for programs, sponsorships, fundraising, marketing and member services
- Oversees public relations, marketing, and program outreach activities to promote ASA
- Serves as a non-voting board member and secretary of both the ASA and Alabama Soccer Foundation (ASF) boards.
- Serves as a point of contact or ex officio on all ASA Board appointed committees as well as Regional/National meetings
- Assist with all sanctioned ASA tournaments
- 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 ASA BOD, ASA staff, memberships, vendors and to accurately and effectively market Alabama Soccer; computer skills (word processing, spreadsheets, database management); problem solving

**Requirements:**

- Bachelor's degree required
- Strong leadership, organizational, communication and motivational skills
- Proven record of effectively constructing and managing budgets
- Experience demonstrating strong soccer knowledge is desirable
- Demonstrated ability in a Microsoft environment, which includes Word, Excel, and PowerPoint
- Must possess a valid driver's license
- Must pass a background check
- Ability to meet physical requirements with or without reasonable accommodation

Salary will be commensurate with experience and qualifications.

To apply, please send resume and cover letter to Jill Hopkins, Search Committee Chair [jill.hopkins@iberiabank.com](mailto:jill.hopkins@iberiabank.com). No phone calls, please. Application deadline: Rolling