

The South Dakota State Soccer Association (SDSSA) is seeking a qualified Executive Director/Technical Director to lead the organization in support of its mission. SDSSA is affiliated with United States Youth Soccer Association (USYSA) and the United States Soccer Federation (USSF).

SDSA has approximately 15,500 players participating in our state, regional and national leagues and competitions. Along with this are several hundred coaches and volunteers working to promote the game.

SDSSA has a Board of Directors that sets policy, approves new member application, determines member services, establishes events, approves contracts and appoints committee members, etc.

Listed below is a job description for the Executive Director position. Interested individuals may send your resume including salary requirements to the email address listed below by 3/1/2017

South Dakota State Soccer Association Executive Director/Technical Director – Job Description

Overview:

- Administer directives from the SDSSA Board of Directors.
- Creates and oversees the SDSSA business plan and/or strategic plan as approved by the SDSSA Board of Directors.
- Implements policies as directed by the SDSSA Board of Directors.
- Administers programs and tournament event development.
- Responsible for creating budget with Treasurer and/or a finance committee.
- Handles all grievances, mediations, leagues issues, insurance issues and regional/national matters on behalf of SDSSA.
- Serves as a point of contact or ex officio on all SDSSA Board appointed committees.
- Serves as a point of contact at Regional and National events and meetings.
- Manages the SDSSA State Office, employees and contract labor individuals.
- Involves respective board members in projects

Reports to:

- President of South Dakota State Soccer Association and the Board of Directors

Detailed Duties and Responsibilities

- **Manage/Supervise:** Direct authority for hiring, terminating, managing, and supervising the staff of SDSSA. The Executive Director will develop a staff of part time employees who will be incorporated into present and future operations of the SDSSA. This does not exclude the hiring of full time *employees in the future. The Executive Director will be responsible for the development of training sessions and update personnel on skills needed to maintain and increase the quality and quantity of SDSSA operations.*
- **Reviews/Evaluations:** *The Executive Director will develop an appraisal system for the personnel of the SDSSA office so that all can be evaluated on performance and responsibilities.*
- **Marketing/Sponsorship:** The Executive Director will be responsible for cultivating strategic marketing partnerships and sponsorships as sources of non-fee based revenue.
- **Administers Directives:** Administers directives from the Board of Directors on the day to day operations of SDSSA.
- **SDSSA Business Plan:** Oversees the SDSSA business plan and/or strategic plan as approved by the

SDSSA Board of Directors.

- **Implementation of Policies:** The Executive Director is responsible for implementing changes needed to address the growth of the game in South Dakota that is established by the SDSSA Board of Directors.
- **Program Development:** As identified by the President of SDSSA and/or the SDSSA Board of Directors.
- **Special Events:** The Executive Director agrees to assist special events such as the SDSSA Annual General Meeting, South Dakota State Cup, President's Cup, Olympic Development Program as specifically requested or required by the SDSSA Board of Director's.
- **Budget Development:** In association with the SDSSA Treasurer develops an annual budget, implementation of the budget and monitoring of all monies throughout the year.
- **Membership Development:** The Executive Director is directly responsible for the development and service to the membership of SDSSA. The Executive Director is responsible for implementing changes needed to address the growth of the game in South Dakota.
- **League/Member Assistance:** Serve as primary contact for affiliated member organizations with regard to matters in which assistance of the SDSSA is needed or required. Attend, from time to time, affiliated member meetings as requested, assist with the formation of new programs, serve as the direct link on interpreting SDSSA and/or rules, policies and bylaws. Assist affiliated member organizations in questions of discipline, risk management, coach and/or player issues.
- **Marketing/PR Development (Sponsorship):** The Executive Director will be responsible for the development of all marketing and PR operations for SDSSA to identify grant programs and file appropriate applications.
- **Regional/National Events/Meetings:** The Executive Director serves as the point of contact for South Dakota State Soccer Association at Regional/National Events/Meetings.
- **Technology:** The Executive Director will be responsible for updating the SDSSA website, registration databases, tournament software and other applications that may be needed to conduct Association business.

Requirements:

- Bachelor's or Master's degree in related field preferred
- Soccer background preferred but not necessarily required
- Experience in leading and managing a non-profit organization strongly preferred
- Knowledge of and experience in constructing and implementing strategic plans
- Proven record of effectively constructing and effectively managing budgets
- High level written and oral communication skills
- Strong leadership and management skills

Additional Requirements:

- Candidate will hold a USSF B License with Instruction Course Certificate (within 18 months)
- Candidate will hold dual roles as the Executive Director and the named Technical Director of SDSSA.

Submit resume's to president@southdakotasoccer.com. This posting will close 3/1/17.