



**JOB TITLE:** Executive Director of Minneapolis Southeast Soccer Club

**REPORTS TO:** Southeast Soccer (SES) Board of Directors

**SALARY:** Commensurate with non-profit management experience

**SUMMARY:** Implement, manage and extend the Southeast Soccer Club's programs serving the Twin Cities community. Collaborate with staff, individuals, and organizations to fulfill the SES mission, vision and goals. Reports to SES Board of Directors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Includes but are not limited to the following:

- Administer Club operations and programs
- Maintain SES Affinity & SportsEngine portals
- Manage Club communication (including website, newsletter, social media), marketing, advertising, community events and expand the SES brand visibility
- Assist prospective and current SES families with traveling team formation
- Provide player, manager and coach development programs and resources
- Set enrollment targets and initiate recruiting outreach
- Secure & schedule facilities and acquire/order equipment
- Schedule and oversee monthly Board meetings and annual general meeting
- Create and operate budget with monthly financial updates to the Board
- Fundraise and develop/expand resources to support budget
- File annual tax returns and 1099s on behalf of Club

### **SUPERVISORY RESPONSIBILITIES**

Supervise all financial aspects, including budget of the Club, in accordance with policies and applicable laws. Responsible for staff/volunteer recruitment, development, supervision, performance appraisal, complaint resolution.

### **QUALIFICATIONS**

Knowledge, skill and ability to perform listed duties. Must have a good understanding of the Twin Cities soccer community and sports facility scene. Prefer experience with managing a non-profit and/or athletic Club.

### **LEADERSHIP SKILLS and MANAGEMENT ABILITY**

Demonstrate decisiveness, self-motivation, and exemplary leadership skills. Adapt strategically to changing markets while maintaining mission of the Club to address the growth of soccer. Strong public speaking and communication skills to deliver Club's vision and motivate members and community. The Executive Director should consistently exhibit trust, compassion, integrity, honesty, dignity, fairness and respect.