



Executive Director

Position Overview: Loudoun Soccer (LS) is seeking a qualified **Executive Director** to lead the organization into building the best soccer program in the State of Virginia and one of the premier clubs in the country.

Essential Job Functions

Reports to the Loudoun Soccer Board of Directors : Responsible for assuring the organization has a long range strategy and makes consistent and timely progress to achieve its mission, strategic plan and financial objectives.

Manage the LS Office, including all employees and contract labor individuals: Direct authority for hiring, terminating, managing the staff of Loudoun Soccer.

Produce, update and execute business plan annually in conjunction with the Loudoun Soccer Board of Directors. This plan should address any changes needed to address the growth of the game of soccer in Loudoun County. Long term capital investments in fields/facilities, strategic and financial objectives should be listed in the business plan.

Administer and enforce policies established by the Loudoun Soccer Board of Directors. The general Policies and Procedures of the club should be used to guide day to day decision making.

Administer club finances: The Executive Director will make all operational payments on behalf of the club. The Executive Director will work with finance committee to develop an annual budget and monitor the budget throughout the

year. A financial report will be delivered to the board of directors quarterly. The club treasurer will audit the books on behalf of the club annually and an external auditor every 3 years.

Membership Development: The Executive Director will be responsible for promoting active and broad participation by volunteers and expansion of Loudoun Soccer.

Corporate Sponsorship and Public Relations: The Executive Director is responsible for the development of all marketing and PR operations for LS. The Executive Director should identify grant programs and file appropriate applications. All negotiation of contracts with vendors and suppliers is required.

Coordination of Fundraising Efforts: The Executive Director is responsible for coordinating and developing a fundraising program with the fundraising committee

Special Events: The Executive Director agrees to assist or head up special events such as the Annual Membership Meeting, Family Festival , tournaments or others as specifically requested by the Board of Directors.

Requirements

- A college degree, preferably in marketing, business administration or in other business related studies from an accredited four-year college or university is required of all applicants.

- Five or more years experience in leading and managing a non-profit organization is required. Prior Experience in the development and construction of fields or sports facility is a plus.

- Strong leadership and management skills that include the following:
 - ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
 - experience managing office staff and support personnel.
 - extensive computer knowledge including financial management software and website experience.
 - experience managing and administering large events.
 - possess excellent verbal, phone and written communication skills.
 - Applicants must be able to work flexible hours including weekend events and be willing to travel as needed by the LS Board of Directors.

Salary plus performance based incentives will be commensurate with experience and qualifications.

How to Apply: All interested applicants should email resume and cover letter that details salary requirements to execdirector@loudounsoccer.com

About Loudoun Soccer

Serving youth soccer players and parents throughout Northern Virginia since 1978, Loudoun Soccer is the largest soccer program in Virginia with over 15,000 soccer registrations annually, nearly 2,000 coaches, over 30 soccer related programs and countless community outreach programs. Nationally recognized

as a leader in soccer programs, we take pride in our physical conditioning, sportsmanship, training, and community involvement. Loudoun Soccer is dedicated to coordinating with local government and communities to provide facilities, resources and expertise to make soccer fun and accessible to all youth between the ages 3 to 18 years. Located in Loudoun County, Virginia (one of the fastest growing counties in the US), we offer a fantastic recreational program ages U5 through U18 and we currently field 57 travel teams, U9 through U18. We are affiliated with the United States Youth Soccer Federation (USYSF) and the Virginia Youth Soccer Association (VYSA).

Additional information about Loudoun Soccer and Loudoun County can be obtained by visiting the following websites:

<http://www.loudounsoccer.com/>

<http://www.loudoun.gov/>