

Kirkwood Soccer Club
1220 River Road
New Castle, Delaware 19720

Job Title: Executive Director

Location: New Castle, Delaware

Contact Information: resumes@kirkwoodsoccer.org

Reports to: The Board of Directors at the Kirkwood Soccer Club

Essential Job Functions:

Manage the Kirkwood Soccer Club Office and all employees and contract labor individuals:

- The Executive Director, with approval from the Board of Directors, shall develop a staff of full time and part time employees who will be incorporated into present and future operations of The Kirkwood Soccer Club.
- The Executive Director shall use an appraisal system for the Kirkwood Soccer Club coaches and paid personnel so that all can be evaluated on performance and responsibilities.
- In conjunction with the Board of Directors, supervise the Director of Coaching and Technical Director.
- Facilitate the development and/or implementation of the 5 year strategic business plan for the club in conjunction with the Kirkwood Soccer Club Board of Directors. This plan should address any changes needed to address the growth of the game of soccer in Delaware. Long term capital investments in facilities and strategic objectives should be listed in the business plan.
- Administer and enforce policies established by The Kirkwood Soccer Club Board of Directors. The general rules for the Club should be used to guide day to day decision making. He/she has to obey the mission statement, bylaws, policies, protocols and philosophies of the club.

Administer Finances:

- The Executive Director will work with the Finance Committee to develop an annual budget and monitor the budget throughout the year. The Board of Directors strives to provide a value to our families for every dollar paid to the club. It is the Board of Director's intention to keep all fees and costs competitive with other clubs in our local market.
- A financial report will be delivered to the Board of Directors at scheduled Board of Director meetings. The Club Treasurer will chair the Finance Committee and review the monthly financial report prior to the delivery to the Board of Directors.
- Be responsible and have budget authority for the day to day operations of the club within the approved budget limitations as set forth by the Board of Directors.
- Serve as initial and coordinating contact for vendors (equipment, uniforms, programs, etc.) during the request for bids, bid process, purchase, and delivery; shall work with the Finance Committee throughout the process.
- Assist in the development of an annual team budget and program pricing.

Membership Development and Retention:

- The Executive Director will be responsible for the soccer development and expansion of the Kirkwood Soccer Club.
- Establish a business plan to increase membership by 5% each year for next 5 years.
- Develop and implement a club marketing and player retention program with the goal of increasing membership.

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Technology:

- The Executive Director will be responsible for ensuring that all technology needs of the Club are met. This will include maintenance of the website, registration systems, tournament software and other applications that may be needed to conduct Club business.

Corporate Sponsorship and Public Relations:

- The Executive Director is responsible for the development of all marketing and public relation operations for The Kirkwood Soccer Club.
- Creates, implements and monitors a comprehensive development plan including solicitation of team and field sponsors, capital donors, events, grant writing and fundraising activities for the club.
- Develops relationships in the community that foster capital investment, participation and growth of the club.
- The Executive Director should identify grant programs and file appropriate applications with Board approval.
- To serve with the President as the main point of contact for all Local, Regional and National events/meetings: The Executive Director will serve as the primary contact for league officials with regard to matters in which assistance of the Kirkwood Soccer Club is needed or required such as league meetings etc.
- Regular communication to club membership.

Player/Coach Relations:

- Create player/parent club contracts.
- Enforce code of conduct for coaches, players, and parents.
- Set deadlines, oversee tasks, and evaluate performance.
- Establish Tryout procedures, tryout package and tryout pre-registration process.
- Assist DOC and coaches to create a club curriculum and style of play.
- Assist Coaches with questions of discipline, risk management, work with the Directors to resolve concerns and questions about teams and players or direct to someone who can; send regular communications and hold parent and/or player meetings as necessary.
- Provide guidance to coaches how to interact with parents and club officials.

Requirements:

- A college degree, preferably in marketing, business administration or other business related studies, from an accredited four-year college or university is preferred of all applicants.
- Experience in leading and managing a nonprofit soccer or sports organization.
- Experience in managing staff and support personnel is required of all applicants.
- Experience in strategic planning.
- Prior professional work experience in customer/member service is preferred.
- Must have the ability to simultaneously organize and execute multiple projects, tasks, and responsibilities.
- Must be organized and possess excellent verbal, phone and written communication skills.
- Applicants must be able to work flexible hours including evening, weekend and holiday events.
- Applicants must be willing to work in the Kirkwood Soccer Club Office during regular office hours.