TENNESSEE STATE SOCCER ASSOCIATION

TITLE: Executive Director

Purpose Statement: Provide leadership for the Tennessee State Soccer Association (TS) a comprehensive state soccer association; provides oversight for office operations, member services, competitive and recreational programming, referees, association promotions and sponsorships

Reporting Line/Supervisory Responsibility:
Supervisor: Tennessee Soccer Association Executive Committee and Board of Directors (BOARD)
Supervisory Responsibilities for but not limited to:

Receptionist
Registrar
Office Manager
Financial Manager
Events Coordinator

Major Representative Responsibilities and Essential Functions:

- Implements TS Business Plan within the policies and procedures established by the BOARD
- Investigates all grievances or complaints submitted to TS, present findings and makes recommendation as necessary
- Collaborates with the BOARD on all legal matters for appropriate action
- Ensures TS is in compliance with affiliated soccer governing bodies—USYS, USSA, USSF, and FIFA, constitution, by-laws, policies and procedures
- Ensures membership compliance with TS constitution, by-laws, policies and procedures
- Oversee the compliance and submission of insurance relate issues
- Ensures that all regulatory and compliance reporting deadlines are meet (non profit status, financial, etc.)
- Coordinates fundraising and sponsorship activities
- Assist the BOARD with long range planning for programs, sponsorships, fundraising, marketing and member services
- Assist the TS staff in preparing annual budget and provide fiscal oversight and control as directed by TS constitution, bylaws, policies, and procedures
- Oversees public relations, marketing, and program outreach activities to promote TS
- Acts as liaison with other State Associations, and governing bodies
- Oversees the daily operations of TS; hires, evaluates, and terminates office personnel with BOARD approval
- Attends BOARD meetings, committee meetings, regional and national meetings
- Assist with all sanctioned TS 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 TS BOARD, TS staff, memberships, vendors and to accurately and effectively market Tennessee Soccer; computer skills (word processing, spreadsheets, database management); problem solving

- Ability to communicate the strategic and operational objectives of TS; to make decision using sound judgment and maintain confidentiality as situations dictate; to meet time driven deadlines; to prioritize multiple work demands; to manage administrative, financial and personnel issues as required while simultaneously managing projects; to troubleshoot/handle difficult situations; to compose, interpret, and apply technical and detailed guidelines, policies and procedures; and to travel as required.

Minimum Qualifications:
Bachelor's Degree and a minimum of 5 years of managerial/supervisory/compliance experience; some basic knowledge of soccer and non-profit functions; or equivalent combination of education and experience. Valid driver license required.

Salary is commensurate with qualifications and experience

Please submit resumes to Todd Lockhart, Executive Vice President, Tennessee State Soccer Association (evp@tnsoccer.org).