



Youth Sports Alliance (YSA)

Job Title:	Executive Director
Status:	40+ Hours Per Week, Weekend, Night and Holiday Work Required, EOE.
Supervisor:	YSA Board of Directors
Job Overview:	Responsible for the overall operations of the YSA; which includes fundraising & events, programs (GO&P/Activ8, Scholarships, & Granting to member Teams), budgeting & finance, public relations & marketing, administration, strategic planning, and board development.
Job Description	
Operations:	<ul style="list-style-type: none">• Oversee all operations and staff, including necessary training, evaluation, and leadership development.• Hire and terminate staff as needed.• Work with direct reports to develop short and long-term goals.• Develop personnel policies and regulations.• Serve as staff liaison with the Board of Directors including orientation of new members.• Board Development and motivation. Work with all Board Committees to ensure goals being developed and met.• Report to Board on organization plans and performance on monthly basis.• Develop long and short-term goals, both organizational and financial.• Develop and manage budget and all finances, including monthly financial reports.• Oversee and critically analyze all existing YSA events, including Jans Winter Welcome.
Fundraising	<ul style="list-style-type: none">• Establish a robust, recurring major-donor giving program.• Identifies, cultivates, and solicits major and planned gifts, and relations with foundations, corporations, individuals, and community organizations• Maintain major-donor relationships, maximizing opportunity for continued giving.• Oversee Investment Committee and \$2 million Stein Eriksen YSA Opportunity Endowment Investment based on Board approved IPS.• Enhance YSA procurement of grants, both locally and nationally.• Develop a strategic fund-raising plan including events, campaigns, and grant applications.• Supervise development and maintenance of systematic donor information and solicitation.• Seek and solicit monetary and gift-in-kind donations from corporations.• Oversee all proposals, grant development, and fund-raising activities/events.
Programs:	<ul style="list-style-type: none">• Oversee management of GO&P and Activ8 Programs.• Evaluate and monitor member programs to insure quality, assisting teams as needed.• Advise with regards to program policies.• Oversee development of program goals and objectives to include outreach and sports programs.• Oversee Management and Implementation of Scholarship Awards.
Public Relations:	<ul style="list-style-type: none">• Develop and evaluate a public relations/marketing strategy.• Develop a robust social media public relations campaign.• Meet with press and present interviews.• Meet with public and give speeches and presentations as needed.
Other:	<ul style="list-style-type: none">• Lead the board and staff in strategic planning of the YSA• Affiliate with related professional organizations, attending pertinent conventions.• Participate actively with the local community and volunteer time with other charities.• Any other duties as specified by the Board.
Preferred Qualifications:	<ul style="list-style-type: none">• Bachelor's Degree with interest in Education, Sports Management, Non-profit Management, Recreation or Business Management or minimum 2 years experience as executive director of a non-profit organization

	<ul style="list-style-type: none"> • Experience in management, including personnel supervision, program planning and financial management. Preferred experience in non-profit arena. • Demonstrate leadership qualities: ability to motivate and lead people, effective communication skills, and strong organizational, written and verbal skills. • Demonstrated ability to fund-raise, maintain an active donor base, grant procurement, and public relations. • Experienced or active in sports and recreation. • Proficiency in Quickbooks, MS Excel, and Powerpoint
Compensation:	<ul style="list-style-type: none"> • Compensation will be commensurate with experience

For further information or to apply for the Executive Director position, please contact Aimee Preston at apreston@ysaparkcity.org or Trace Worthington at trace@traceworthington.com.