

Vienna Youth Soccer (VYS) Operations Director Position

The Position

Reporting to the President of the Board of Directors, the VYS Operations Director will provide day-to-day management and delivery of the club's programs in coordination with the club's technical staff. The Operations Director will be responsible for successful implementation of the club's operational imperatives and integrate approved strategic objectives into the club's operational plans. The Operations Director will have direct people management responsibility for approximately six administrative staff.

Key Responsibilities:

Leadership

- 1) Under direction from the Board of Directors, implement VYS' operational imperatives and integrate approved strategic objectives into the daily operations of the club.
- 2) Directly manage administrative staff of the club.
- 3) In collaboration with technical staff and volunteers, utilize approved and assigned resources to deliver an outstanding player and member experience.

Program Administration and Delivery

- 1) In coordination with technical staff and Board of Directors, responsible for management, administration and delivery of VYS programs.
- 2) Plan and implement special projects as directed.

Operations Management

- 1) Develop, implement and report on annual operations plan that supports the annual objectives (financial and non-financial) of the organization.
- 2) Identify and implement efficiencies in processes and systems to ensure the delivery of programs and effective day-to-day operations of VYS.
- 3) Oversee appropriate staffing requirements for effective organizational management and program delivery.
- 4) Design and implement a performance management process for administrative staff which includes ongoing performance monitoring and regular performance feedback and reviews.
- 5) Manage and maintain the master VYS annual calendar noting key dates and milestones for each program, event, activity, etc.
- 6) Monitor the master VYS annual calendar and ensure steps are taken to meet the milestones identified on the calendar.

Marketing / Communications

- 1) Develop and implement master internal and external communications plans (e.g. email, newsletter, social media, other) and associated processes using available platforms and resources based on strategy set forth by the Board of Directors.
- 2) Significantly increase VYS' social media presence on multiple platforms, including, but not limited to Facebook, Twitter, Instagram, and SnapChat
- 3) Manage VYS participation at sponsored events and community/outreach activities.
- 4) Manage website content and implement social media strategy.

Risk Management

- 1) Identify and evaluate risks to VYS and its players, members, staff, volunteers, property, finances, goodwill, and brand.
- 2) Ensure compliance with Federal, state and local regulations.

Experience and Skills

The candidate will bring a strong commitment to the values of youth team sports, the mission of US Youth Soccer and the community of Vienna/Oakton, VA. The individual will also bring a variety of experiences and attributes to VYS including:

- 1) 8+ years of progressive leadership and management experience (preferably in non-profit organizations), preferably in soccer or general sports management.
- 2) 5+ years of management experience in organizations with \$2M+ in annual revenue.
- 3) Strong business acumen with a high level of financial literacy and sound business management that advances effective and efficient operational systems and processes.
- 4) 5+ years of representing an organization with local community leaders, county/city officials, civic organizations, sponsors, major donors and other external stakeholders.
- 5) Effective communicator with outstanding interpersonal and networking skills; proven experience in leveraging in-person, social media, and print communications that advance mission impact.
- 6) Demonstrated excellence in topical written communication (e.g., newsletters, social media posts, flyers, etc.)
- 7) Quantifiable experience in increasing social media exposure via platform appropriate measurements (e.g., "likes", "re-tweets", comments, etc.)
- 8) Experience in recruiting, developing, managing, and retaining administrative staff, and volunteers.
- 9) Collaborative leadership style that inspires and motivates staff and volunteers.
- 10) High ethical behavior and personal integrity; ability to align staff and volunteer behavior with these values.
- 11) Ability to develop, implement, and monitor operational plans for club programs.

- 12) Prior experience required in a soccer club or has served in a position in a sports organization.
- 13) Bachelor's degree required, preferably in business, nonprofit management, sports administration, or related management field.
- 14) Flexibility, willingness, and an expectation to work outside of normal business hours, including evenings and weekends, as necessary.

Interested Candidates:

Please send your cover letter and resume to: Candidates@vys.org