



Richmond Hill Soccer Club

Mission: To push each player to reach their highest level of potential within the sport of soccer while providing the best possible experience.

Located in Coastal Georgia, the **Richmond Hill Soccer Club (RHSC)** is seeking an **Executive Director (ED)** to oversee the club's day to day operations and serve as the managerial lead of the organization. The Executive Director, along with the Board of Directors, Director of Coaching, and Technical Director, is responsible for developing and implementing the Club's strategic plan as well as promoting the mission of the club throughout our community. The ED will maintain a close relationship with Bryan County leadership and will serve as the main point of contact for significant issues affecting the development of the club's programs, services, events, sponsorships, and fundraising campaigns.

The RHSC provides Recreation (U6-U14), Junior Academy (U7-U9), Academy (U10-U12), Select (U13-U19) and Adult (summer 2020) soccer programs as well as numerous camps, clinics, and festivals throughout the year for approximately 1,000 children. The RHSC primarily serves the Coastal Empire and Low Country including Savannah, Richmond Hill, Fort Stewart, Hinesville, Jessup, Pooler, Hunter AAF, Effingham, and other surrounding areas, but is not limited to these boundaries. The club operates as a 509(a)2 charity and 501(c)3 non-profit and is dedicated to their mission to provide players with the resources and opportunities to reach their highest level of potential within the sport while providing an exceptional experience.

The ED will report to the RHSC Board of Directors and has the following areas of responsibility:

1. Administration and Finance

- a. Facilitate and coordinate the efforts of the volunteer Board of Directors



- b. In partnership with the Board and Administrative Assistant, develop and manage the strategic/operational plan and fiscal budget that reflect short term and long term goals of the club.
- c. Organize games, friendlies, festivals, and seasonal training events as well as assign appropriate staffing
- d. Assign training field space and communicate referee needs to the Assignor.
- e. Attend monthly BOD meetings and provide monthly reports
- f. In conjunction with the Administrative Assistant, oversee and administer registrar duties for the club

2. Club and Program Development

- a. Works to develop activities and programming that achieve the club mission and vision.
- b. Act as the face and voice of the Club, maintaining the highest level of visibility and presence throughout all programs
- c. Further develop and implement a comprehensive player and coach development curriculum for competitive and recreational programs
- d. Create and execute RHSC camps/clinics in consultation with the Director of Coaching and Technical Director.
- e. Cultivate and maintain local and surrounding community relationships to attract top talent in coaches and players

3. Staff Recruitment and Development

- a. Identify, recruit, and lead top-level coaches for all programs, ensuring appropriate licensure and timely background checks.
- b. Maintain ongoing focus on attracting high level coaches or individuals who have the potential to be developed.



- c. Assign coaches to the appropriate age group based on the particular strengths of the coach and the demands of the age group.
- d. Attend trainings and games at all levels to provide guidance/feedback
- e. Provide training session curriculum including guides/drills for all coaches.
- f. Provide opportunities for internal staff development, both formally (licensing courses, seminars) and informally (feedback and mentoring).
- g. Conduct seasonal coaching evaluations for all programs, identifying those with “upward mobility” or special talents.

4. Player Recruitment and Development

- a. Identify, recruit and assign players to programs of appropriate age and skill.
- b. Oversee, organize and run Academy and Select tryouts with emphasis on overall club growth and player development.
- c. Oversee formations of teams for all levels of programs.
- d. Design and oversee player evaluation process for Academy/Select.
- e. Continue to implement and refine the Recreation to Competitive recruiting plan.
- f. Schedule player clinics and camps that emphasize player development.

5. Communication and Marketing

- a. Identify opportunities for sponsorships and fundraising
- b. Aggressively develop a recruiting plan to increase quantity and quality of soccer teams.



- c. Develop a process to communicate to coaches/managers/parents prior to each season about expectations and responsibilities including policies and code of conduct
- d. Maintain regular and consistent communication with coaches, parents and players
- e. Collaborate with the Marketing Director on a regular basis to promote programs and increase overall program awareness
- f. Serve as liaison between RHSC, local/regional clubs and Georgia Soccer

Qualifications and Requirements:

1. Preference for candidates with demonstrated leadership, management and communications skills while managing or directing a successful youth sports club.
2. Experience that demonstrates strong club operations knowledge is desirable; preferably running operations for another soccer entity; Focus should be on the business management and operational side (not solely as Director of Coaching or a coach.)
3. Preference will be given to candidates with seven to ten years of leadership experience
 - a. Including formulating and executing a fiscal year budget and multi-year financial plan.
 - b. Organizational development acumen that includes building cohesive teams and ensuring fiscal responsibility.
4. Proven leader of people with the ability to build relationships with Club families/customers, staff, board members, sponsors, local community and government.



5. Ability to think strategically and translate strategic goals and requirements into quantifiable annual plans, and measurable group and individual objectives
6. Effective interpersonal, networking and marketing skills; proven experience leveraging in person, online, social media, and other communications to advance Club's position.
7. Success in recruiting, developing, managing, and retaining volunteers and staff.
8. Collaborative leadership style that inspires and motivates staff as well as Club members.
9. Highly-ethical character and personal integrity; ability to align staff and volunteers with Club values.
10. Willingness to work flexible hours, including weekend events.
11. Possibility of coaching a team(s) and/or assisting.
12. Bachelor's degree is preferred but not required, ideally in business, nonprofit management, sports administration, or related management field.
13. USSF "C" license or above (UEFA or NSCAA Advanced National Diploma or equivalent) is preferred or on track to acquire them in the near term.
14. Professional or collegiate (4 year) playing experience is preferred or extensive coaching experience.
15. 5 years coaching experience; willingness to continue coaching education through both federations licensing such as US Soccer, UEFA, USC and/or supplemental methodology courses.
16. Demonstrated experience developing soccer programming for youth.



Application Process:

To apply for this position, please send a cover letter, resume and salary requirements to RHSC Board President, Eric Turner at president@richmondhillsc.com

About:

<http://www.richmondhillsc.com>

<https://www.facebook.com/RichmondHillSoccerClubGA/>

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