



Great Falls Reston Soccer Club

Great Falls Reston Soccer Club Seeking An Executive Director

Great Falls Reston Soccer Club seeks an Executive Director to serve as the strategic and operational leader of the organization. The Executive Director is a full-time position and will report directly to the Great Falls Reston Soccer Club Board of Directors. The Executive Director will be responsible for: (1) all aspects of the club's daily operations, including managing and ensuring the excellence of the club's programs and activities, utilizing a cost-effective combination of paid staff and volunteers to serve the club's Members, and overseeing the financial health of the club; (2) leading the development of short- and long-term strategic plans for the club; and (3) implementing the values, vision, and mission of the club, including providing a positive, inclusive, and developmentally appropriate soccer experience for youth athletes while ensuring compliance with nonprofit organization management.

Key Responsibilities

Leadership & Strategy

- Lead the development and execution of short- and long-term strategic plans in partnership with the Board.
- Serve as the public face of the club, fostering relationships with community partners, sponsors, leagues, and governing bodies (e.g., US Club Soccer, US Youth Soccer).
- Promote a positive and inclusive culture aligned with the club's values and mission.

Program Oversight

- Oversee the delivery and quality of all club programs, including Recreational, Travel, Academy, Camps, and Clinics.
- Collaborate with the Technical Director to ensure consistent player development pathways.
- Evaluate and improve programming based on participation trends, feedback, and player outcomes.

Operational and Organizational Management

- Manage day-to-day operations, including scheduling, registration, facility use, equipment, and communications.
- Manage, supervise and support administrative staff, coaches, volunteers, and contractors/consultants.
- Ensure compliance with safety protocols, background checks, risk management policies, and relevant governing bodies.

Financial Management

- Develop and manage the club's annual budget in collaboration with financial staff.
- Oversee financial reporting, forecasting, and long-term sustainability planning.
- Identify and pursue fundraising, grant, and sponsorship opportunities to support club operations.

Communication & Stakeholder Engagement

- Serve as the primary point of contact for families, staff, and external partners.
- Oversee marketing and communications, including website content, social media, newsletters, and public relations.
- Facilitate regular communication with the Board, including reports, meeting preparation, and strategic updates.

Qualifications

Education & Experience

- Bachelor's degree in Business Administration, Sports Management, Nonprofit Management, or related field, or equivalent professional experience.
- 5+ years of leadership experience in a nonprofit, youth sports, or educational setting.
- Demonstrated experience in program development, operations, staff management, and budget oversight.

Skills & Attributes

- Passion for youth development and the sport of soccer.
- Strong leadership and organizational skills with the ability to manage multiple priorities.
- Effective communicator and relationship-builder with diverse stakeholders.
- Proficiency in administrative platforms (e.g., PlayMetrics, TeamSnap, GotSport) and Microsoft/Google Suites.
- Personal integrity and ethical character, including ability to align staff and Members with the club's values, vision, and mission.

Preferred Qualifications

- Knowledge of US Soccer's player development framework.
- Experience working with volunteer boards and community-based organizations.
- Fundraising and sponsorship development experience.

Work Environment

- Hybrid role with a mix of administrative work and on-site presence at fields, games, and events.
- Requires availability for evening and weekend activities.
- May involve light travel for tournaments, meetings, and/or professional development.

How to Apply

- **Deadline to apply is November 17, 2025.**
- All interested applicants should email a resume, cover letter, and two references to directoratlrg@gfrsoccercub.org and vpfundraising@gfrsoccercub.org.

About Great Falls Reston Soccer Club

Formed in 2018, Great Falls Reston Soccer Club is a 501(c)(3) non-profit organization, serving the Great Falls and Reston communities and surrounding areas, with approximately 2,000 youth soccer players currently participating in our Recreational, Pre-Travel, and Travel Soccer programs. Our Travel Soccer Program has more than 65 competitive teams (ages 8-19), and our Recreational Soccer Program has more than 120 teams (ages 4-19). Our travel teams play in the National Capital Soccer League-Regional and Elite Clubs National League - Regional League (ECNL-RL). Our teams have found success at marquee tournaments, Virginia Youth Soccer Association (VYSA) State Cup, and United States Youth Soccer (USYS) Region 1 Championships. We have had players participate at the college and professional level after matriculating at our club.