



The Regent Soccer Club is seeking an **Executive Director**. This role will report to the Board of Directors and is responsible for strategic planning, operational management, financial oversight, community engagement, and staff leadership, ensuring the club's mission and success.

### **Key Responsibilities:**

- **Strategic Planning and Leadership under oversight of the Board:**
  - Develop and implement the club's strategic plan, vision, and mission.
  - Create an execution plan and then oversee the club's overall operations and ensure alignment with its goals.
  - Align strategic and execution plans with Regent SC's aspirations as one of the top youth soccer clubs in the Madison area.
  - Represent the club to the community, stakeholders, and the public.
- **Financial Management:**
  - Develop and manage the club's budget, including fundraising, sponsorships, and financial reporting.
  - Work together with the club's Treasurer to implement and maintain secure financial controls.
  - Ensure financial stability and sustainability of the club.
  - Work with the Treasurer and/or bookkeeper on tax, regulatory, and financial filings for the organization.
- **Operational Management:**
  - Work together with the Director of Operations to oversee the club's day-to-day operations.

- Manage the club's annual tryout and team formation process for its competitive program, in coordination with the Director of Operations, Director of Coaching, and the club's competition committee.
- Optimize the club's operations to ensure smooth and efficient delivery of programs and services throughout the year, including fall season, winter soccer/futsal programming, spring season, and tryouts/summer.
- Manage vendor/subcontractor relationships, including equipment (goals, nets, repairs) uniform partners, field upkeep and lining, parks department relationships, insurance (workers comp, general liability, etc.).
- **Staff, Coaching, and Volunteer Management:**
  - Recruit, hire, train, and supervise staff and volunteers. Negotiate contracts with coaches (independent contractors).
  - Together with the Director of Coaching, maintain and implement a strategy for coaching recruitment, retention, and development programs. Assure training and licensing under USSF guidelines. Establish a reputation for the club as a place for grassroots and competitive coaching development.
  - Manage all professional staff in on-field and off-field operations, including employment and administrative policies and procedures, performance reviews, and staff development.
  - Ensure staff and independent contractor compliance with US Soccer and club policies, including risk management, SafeSport certification, and the club's Coaching Code of Conduct.
  - Provide leadership and support to staff, fostering a positive and collaborative work environment.
- **Community Engagement:**
  - Promote the club's programming to families within the club's service area to drive awareness and achieve budgeted enrollment targets.
  - Build and maintain relationships with parents, players, coaches, and other stakeholders. Represent the club with MAYSA, WYSA, and others as needed.
  - Build and maintain relationships with other area clubs and player development organizations (Forge, Keva, TOCA, etc.)
  - In service of the club's mission, partner with other local organizations to help ensure the Regent Soccer Club participates keeping youth soccer accessible to all, regardless of income or background.
- **Fundraising and Sponsorship:**
  - Develop and implement fundraising and sponsorship strategies to support the club's operations.

- Seek out and secure partnerships with local businesses and organizations.
- **Policy and Procedure Development:**
  - Develop and implement club policies and procedures, ensuring compliance with relevant regulations and best practices.
  - Review and update policies and procedures as needed.
- **Other Duties as Assigned**

## **Qualifications:**

- **Education and Experience:**
  - Relevant experience required
  - Proven experience in leadership, management, and operations, preferably in a youth sports or non-profit organization.
- **Skills and Competencies:**
  - Leadership, management and communications skills
  - Knowledge of club operations from a business management and operational side
  - Ability to formulate and execute a fiscal year budget
  - Organizational development acumen that includes building cohesive operational and administrative teams
  - Ability to build relationships with members, staff, local businesses, sponsors, and community
  - Proven success in recruiting, developing, managing, and retaining volunteers and staff
  - Personal integrity and ethical character with ability to align staff and members with club's core values
  - Willingness to work flexible hours, including occasional weekend events and evenings
  - Ability to work independently and as part of a team.
  - Knowledge of youth soccer development and coaching principles.
  - Experience in fundraising, grant writing, and/or sponsorship development preferred.
  - Proficiency in Google docs, Microsoft Office Suite, and other relevant software.
- **Personal Attributes:**

- Passion for youth sports and community engagement.
- Commitment to the club's mission and values.

About Regent SC. The Regent Soccer Club is a 501(c)(3) non-profit organization. We serve the Madison West High School attendance area – the near west side of Madison and Fitchburg. Nearly 1000 players compete for our club, on more than 75 teams. Regent SC is the oldest and largest member of MAYSA.