



Facility and Program Director

Reports to	Executive Director	Status	Full-time .75 FTE
Location	Fusion Soccer Facility	Schedule	Year round with evenings and weekends
Primary focus	Programming and utilization	Additional	Benefit Eligible

Position Summary

The Facility and Program Director leads the development and growth of programming within Fusion Soccer's indoor facility and works to maximize the productive and financially sustainable use of the space. The position identifies programming and rental opportunities, develops plans and financial projections, coordinates program launches, and monitors participation, utilization, revenue, and profitability. This position provides program and rental requirements, coordinates requests, and recommends how available space can be used most effectively.

Primary Responsibilities

Program Strategy and Development

- Build and maintain a comprehensive programming plan for the indoor facility.
- Identify underused daytime, evening, weekend, holiday, and school-break hours and develop opportunities to use them effectively.
- Research community needs, market demand, competitive offerings, and new program concepts.
- Develop program proposals that include target audiences, schedules, staffing and space needs, pricing, participation targets, projected revenue, direct expenses, and expected financial contribution.
- Recommend the launch, expansion, modification, pricing, or elimination of programs based on participation, strategic fit, and financial performance.

Program Launch and Coordination

- Create launch plans and timelines for approved programs and facility initiatives.
- Coordinate registration setup, staffing plans, marketing needs, facility requirements, and participant communications with the responsible club staff.
- Work with Fusion and TFE Technical leaders, Volleyball, Camps, Leagues and Events Director, and other program owners to shape offerings and assign delivery responsibility.
- Coordinate internal facility requests and outside rental needs with the Operations Director.
- Establish clear handoffs, operating expectations, and post-program review processes for each new offering.

Facility Utilization and Rentals

- Manage day-to-day facility operations for the Fusion Soccer Indoor Facility.
- Develop relationships with outside renters, community organizations, trainers, schools, and other potential recurring facility users.
- Respond to rental opportunities, clarify user requirements, and prepare pricing or partnership recommendations for approval.

- Coordinate space needs among Fusion, TFE, volleyball, camps, leagues, events, and outside renters and elevate competing priorities to the Operations Director or Executive Director.
- Support renter onboarding, renewals, and ongoing relationships in coordination with operations staff.
- Maintain adequate facility staffing.
- Identify opportunities to convert one-time users into recurring rentals or longer-term partnerships.

Facility Maintenance and Readiness

- Oversee the day-to-day condition, cleanliness, safety, and readiness of the indoor facility & equipment for players, families, staff, and renters.
- Conduct regular walkthroughs; identify maintenance, repair, supply, and equipment needs; prioritize issues and coordinate timely resolution with Operations Director, vendors, or contractors.
- Communicate facility closures, hazards, and service disruptions promptly, and elevate significant safety concerns or unbudgeted repairs to the Executive Director.

Financial Management and Reporting

- Build annual and seasonal revenue forecasts, participation targets, and program budgets in partnership with finance and the Executive Director.
- Monitor facility utilization, program enrollment, rental activity, revenue, direct expenses, and profitability.
- Maintain clear performance measures and provide regular facility and program reports to the Executive Director.
- Use participation, customer feedback, utilization, and financial results to improve future programming and rental strategy.

Qualifications

- Four or more years of progressively responsible experience in program development, facility utilization, recreation, sports administration, business development, or a related field.
- Demonstrated ability to develop programs or partnerships from concept through launch and evaluation.
- Strong financial and analytical skills, including experience preparing budgets, projections, pricing recommendations, and performance reports.
- Strong project management, relationship-building, negotiation, and written and verbal communication skills.
- Ability to coordinate work across multiple departments, balance competing priorities, and move projects forward without direct authority over every contributor.
- Experience in youth sports, indoor recreation, facility rentals, or nonprofit organizations is preferred; technical soccer credentials are not required.
- Bachelor's degree or an equivalent combination of relevant education and experience.

Work Schedule and Expectations

This is a full-time, year-round position with a schedule that reflects facility activity. Regular evening and weekend availability will be required to understand operations, build relationships, support launches, and evaluate programs. The role requires a consistent on-site presence along with planning, analysis, partner development, and cross-functional coordination.

Compensation and Benefits

This is a benefit-eligible position.