

EXECUTIVE DIRECTOR:

Ohio South Youth Soccer Association

The Executive Director is responsible to the Board of Directors for the overall administration, management, and operation of the Ohio South Youth Soccer Association, according to the policies established by the OSYSA Board of Directors. Major responsibilities include:

- Administering policies, programs, and budget of OSYSA as determined by the Board of Directors;
- Representing and advocating for children the game of soccer and OSYSA within and beyond the jurisdiction of OSYSA;
- Providing assistance to the President, Board of Directors, and Program Directors in fulfilling their responsibilities;
- Managing staff in the implementation of OSYSA programs and activities to pursue the OSYSA business plan;
- Identifying members' needs and initiating responsive activities to enhance their relationship with OSYSA;
- Ensuring that all parties involved in OSYSA sponsorship activities fulfill their respective responsibilities;
- Maintaining confidentiality regarding assessments within the OSYSA Risk Management Plan.

Candidates for this position must possess the following qualifications:

- Extensive knowledge of managing an organization;
- Several years experience in a high level management position (preferably in a non-profit organization);

- Knowledge of and experience in constructing and implementing strategic plans;
- College degree in related field. Masters degree preferred;
- Proven record of effectively constructing and managing budgets;
- Highly organized and able to effectively manage multiple tasks simultaneously;
- High level oral and written communication skills;
- A strong knowledge of Microsoft Office and related computer applications in addition to a working knowledge of web based systems and processes is needed;
- Able to effectively work with board, staff and volunteers in operating OSYSA programs.

The Executive Director will report to the President of the Board of Directors and must be willing to reside within the geographical boundaries of OSYSA, preferably in the greater Cincinnati area.

Salary will be commensurate with experience and qualifications.

Application: Please email resume and cover letter to Director@osysa.com

You may also mail to:

Director OSYSA
25 Whitney Dr.
Suite 104
Milford, OH 45150

Applications accepted until position is filled.