

Director of Business Operations & Development - Job Description

Dakota Alliance Soccer Club (DASC):

DASC is a non-profit, 501(c)(3) soccer club organization serving the community of Sioux Falls, South Dakota. DASC provides Sioux Falls and surrounding communities with competitive and recreational soccer opportunities for players ages 4 to 19 as well as adults. The club is dedicated to developing the values of sportsmanship, teamwork, and integrity while encouraging players to develop a passion for the game of soccer and to maximize their potential. The club currently has approximately 3,500 members participating in its various programs.

Overview:

DASC is immediately seeking a well-qualified candidate for a newly created position whose duties and responsibilities are listed below.

Duties and Responsibilities:

1. Long Term Goals and Planning

- Help implement DASC's business, financial and strategic plans
- Help develop personnel policies and implement an effective infrastructure for DASC and its programs
- Help develop policies, procedures and guidelines for staff and administrative operations
- Identify, assess and inform the Board of internal and external issues affecting DASC

2. Senior Administrator

- Manage the business of DASC, including all financials and administrative processes
- Work with staff and the Board to prepare an annual budget
- Oversee all activities and provide monthly financial and operational reports to the Board
- Direct planning, acquisition, improvement and maintenance of DASC's property and facilities
- Oversee fundraising, marketing, communication, and branding strategies
- Attend all Board of Directors' meetings and most committee meetings

3. Staff Management

- Provide management oversight and support to staff employees
- Work with Director of Coaching (DOC) and Executive Committee to set annual staff expectations and objectives
- Work with DOC to conduct annual reviews of staff
- Manage and maintain DASC's policies and procedures
- Provide opportunities for staff development and education

4. Business Development

- Become a vital figure and part of the Sioux Falls' community
- Work with DOC and Sponsorship Committee on fundraising and capital drives for club & community improvements
- Assist in grant writing

Required Knowledge and Skills:

Considerable knowledge of business administration, budgeting and fiscal management; ability to plan, organize, and direct comprehensive programs in a successful soccer organization; ability to create new vision and opportunities; ability to develop and maintain high morale and enthusiasm within an organization; and an ability to lead. Applicant should be self-motivated, be able to work autonomously and be able to lead a team of employees and volunteers. Soccer knowledge is a huge plus, but not mandatory. Fundraising experience desired. Grant writing is a plus.

Minimum Education and Experience:

Possession of a bachelor's degree, preferably in business, sports management, or a related field and five years of professional experience, preferably in soccer club or related sport in a supervisory capacity; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Salary:

Negotiable, dependent on experience and qualification

Process:

Please send cover letter, CV/Resume and contact information of two references to BusDev@DakotaAllianceSoccer.com .