



Position: Executive Director

Organization Description: South Shore Select Soccer is a community-oriented soccer club based in Hingham, MA whose goal is to develop strong, confident and well-rounded young people through the game of soccer. They are making young people the best players they can be, while maintaining their love and passion for the game of soccer. They strive to make each player a better individual off the field by teaching them about a sense of community and social responsibility. They want the players to remember their time on the soccer field as a positive, competitive and heartfelt experience that prepared them for their future endeavors.

Position Summary: South Shore Select Soccer Club seeks a **full-time Executive Director** to serve as a member of a three-person executive leadership team with the Owner/CEO and the President/CFO. The Executive Director is internally focused, and is responsible for people management and coordinating all moving parts related to a successful organization that includes both the Club Soccer operation and the South Shore Sports Center operation. Reporting to the Owner/CEO, the Executive Director works closely with both the executive leadership team and the functional leadership team, which includes the Club Director, Sports Center Director and Head of Marketing and Communications.

Principle Responsibilities: Leadership, Management, Strategy and Planning

- Directly manage the Club Director, Sports Center Director and Head of Marketing and Communications. Indirectly oversee the management of the team members who report to those functional leaders.
- Serve as a peer to the other executive leaders in the organization to facilitate and balance roles and responsibilities.
- Establish and implement regular performance planning and accountability structures for all team members.
- Establish and implement systems and processes that lead to effective and efficient overall management.
- Work in collaboration with executive leaders and functional leaders to refine and implement strategies for growth.
- Ensure that the organization has appropriate planning structures in place before implementation begins.

The Ideal Candidate:

The ideal candidate is an action-oriented professional who thrives in a hands-on work environment. They have experience collaborating with a team to manage a growing program. They are able to work collaboratively with different constituents to get excited about a common goal. The ideal candidate must be an experienced senior leader who is skilled with people management, logistics and planning and able to manage complex operations and communications while maintaining an open, relationship-focused approach. Ideally, they have experience working in entrepreneurial and/or start-up environments and are skilled at prioritization and keeping a diverse team focused on common goals.

Qualifications:

- Exceptional planning and organizational skills with a keen attention to detail.
- Relationship-focused management and communication skills.
- Excellent written and verbal communication skills.
- Demonstrated senior leadership experience in a fast-paced and dynamic environment.
- Demonstrated experience with detail-oriented tasks and structures.
- Demonstrated interest in the South Shore Select mission and excitement about sharing it with others.
- Bachelor's degree or equivalent experience required.



Compensation: This position is compensated with an annual base salary, plus opportunities to increase total compensation through a bonus structure. This is a full-time position and is eligible for benefits.

To Apply: Please send an email with a thoughtful cover letter explaining your interest in the position and your resume to: jobs@selectma.com. The subject of your email should include "Executive Director."

South Shore Select is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key asset.