



Helena Youth Soccer Association is a 501(c)(3) organization with soccer programming for youth ages 3 through 18, both recreational and competitive. HYSA has a staff of five and approximately 1,100 members. We are seeking an Executive Director to lead the organization, including development of the Board, staff, and volunteer infrastructure; strategic planning for long-term sustainability; building and maintaining strategic partnerships; financial administration; overseeing design and delivery of quality programs; management of soccer complex; and fundraising for our nonprofit organization. Ideal candidates are those who embrace the core purpose of HYSA, which is to develop our youth players physically and mentally through experiences that instill a lifelong love and enjoyment of soccer. A more extensive list of job duties and qualifications and information about how to apply is below.

Leadership and Strategic Planning:

- Develop and implement the organization’s strategic vision in collaboration with the Board of Directors.
- Serve as the primary spokesperson and advocate for the organization in the community and beyond.
- Foster a culture of inclusion, innovation, and excellence within the organization.

Program Management:

- Oversee the planning, execution, and evaluation of youth soccer programs, including regular soccer seasons, tournaments, and camps.
- Ensure programs align with the organization’s mission, vision, values, and community needs.
- Monitor program effectiveness and ensure compliance with safety, inclusivity, and quality standards.

Staff and Volunteer Management:

- Supervise, mentor, evaluate, and delegate to staff members.
- Recruit, train, and manage volunteers to support programs and events.
- Promote professional development and a positive workplace culture.

Fundraising and Financial Management:

- Develop and implement fundraising strategies, including grant writing, sponsorships, and donor engagement.

- Prepare and manage the annual budget, ensuring fiscal responsibility, transparency, and accurate recordkeeping.
- Oversee financial reporting and compliance with 501(c)(3) regulations.
- Work with bookkeeper to ensure expenses are reasonable and appropriate, documented, and paid.

Community Engagement and Partnerships:

- Build and maintain relationships with community stakeholders, including MYSA.
- Represent the organization at community events, meetings, and networking opportunities, including MYSA.
- Promote the organization's programs and mission through effective marketing and communication strategies.

Governance and Reporting:

- Collaborate with the Board of Directors to set policy and guide organizational governance.
- Provide regular updates on organizational performance, finances, and challenges.
- Ensure compliance with all legal and regulatory requirements.

Facilities Management:

- Oversee a club-managed and maintained soccer complex while planning for future expansion.
- Ensure a quality playing surface through effective management of resources, including vendors and staff.

Qualifications:

Education:

- Bachelor's degree in nonprofit management, business administration, sports management, education, or a related field.

Experience:

- Minimum of five years of leadership experience in nonprofit management, youth sports, or a related field.
- Proven success in fundraising, grant writing, and developing sustainable revenue streams.
- Demonstrated ability to effectively manage staff and volunteers.
- Experience working with boards of directors and community stakeholders.

Skills and Attributes:

- Passion for youth development and sports
- Strong leadership and interpersonal skills
- Excellent written and verbal communication skills
- Financial acumen, including budgeting and financial reporting
- Ability to multitask, prioritize, and adapt in a dynamic environment

- Ability to navigate conflict to find resolution
- Proficiency in relevant technology and tools (Microsoft Office, GotSport, and social media platforms)

Compensation and Benefits:

- Competitive salary based on experience
- Benefit package
- Opportunity to make a lasting impact in the community

How to apply:

Interested candidates should submit their resume and a cover letter detailing their interest in the position and passion for youth sports to amynd92@msn.com by May 15, 2026. All submissions will be handled confidentially.

HYSA is an equal opportunity employer and welcomes candidates of all backgrounds to apply.