



Executive Director Job Description

Reports to: Board of Directors

Status: Exempt (salaried)

Workplace: Hybrid (remote and field/court)

Available evenings/weekend

Salary: \$80K – 90K dependent on qualifications

Benefits: Sick and vacation pay, retirement savings plan, flex time

Summary

Working in partnership with the board of directors, the Executive Director is responsible for the organization's overall leadership, assuring quality, mission-driven programs and services; effectively advocating and fundraising on behalf of the organization; and leading staff towards achieving the organization's mission and vision. In this leadership role, the individual performs the following duties personally or through subordinate managers and models respect and professionalism in all dealings with others. The Executive Director is responsible for directing the organization for the greater good and must be an example for all staff of exemplary ethical conduct.

Essential Duties and Responsibilities

Essential responsibilities and accountabilities include the following. Other duties may be assigned.

Organizational Management/Oversight:

- In partnership with the board of directors, develops, establishes, and work to achieve short and long-range goals, objectives, plans, and policies that align with the current strategic plan.
- Works closely and directly with the board and relevant committees to support effective governance.
- Provides leadership to the staff, volunteers, and other stakeholders in working towards the vision and mission of the organization.
- Plans, coordinates and manages the operation and programs of the organization directly or through staff.
- Ensures that all direct subordinates' responsibilities, authorities, and accountability are defined and understood.
- Establishes and maintains an effective system of communications throughout the organization.
- Oversees and manages Human Resources development and personnel matters.

Fiscal Management:

- Develops and submits a fiscal budget to the board of directors for approval and reports financial activity to the board monthly.
- Ability to manage budget and make adjustments as necessary.
- In partnership with the Board of Directors, ensures the organization meets and exceeds all regulation, transparency, accountability, and reporting requirements from government entities, funders, board, and other stakeholders.

Public Relations/Resource Development:

- Maintains working knowledge of significant developments and trends in the community served and recommends programs or services to address those trends.
- Develops and maintains effective relationships with donors, peer agencies, and funders.
- Develops strategies for diversified funding streams and strengthen the funding base.
- Acts as the organization's spokesperson, ambassador, and public and media advocate, actively promoting the organization and its value in the community.

Skills and Abilities

- An understanding of the unique needs and resources of those served by Spirit League and a personal connection to the community served;
- Commitment to the mission and programs of Spirit League;
- Proven track record in securing individual, corporate, and foundation gifts;
- Have the interpersonal skills required to communicate effectively in all forms, and are organized, quick on your feet, possess mature judgment and superior relationship-building skills;
- Successfully work in a team environment with the ability to motivate and positively engage staff, management, and board;
- "Hands-on" individual with the ability to complete multiple projects with minimal supervision while maintaining effective outcomes and attention to detail;
- Ability to use donor database, tracking, and reporting systems;
- Excellent skills in MS Office, G-Suite, QuickBooks, and the equivalents.
- Strong leadership and organizational skills
- Superior ability to request and analyze relevant data and recommend strategic action
- Thorough knowledge of the nonprofit sector and the aspects of managing a nonprofit organization
- Working knowledge of financial management, budgeting, and long-range forecasting
- Independent problem-solver
- Dynamic approach to developing stakeholder relationships

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk, or listen as well as stand; and walk. The employee must occasionally lift and/or move up to 50 pounds. The physical demands and work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employment is contingent upon results of a criminal background check/Livescan, CPR/1st Aide/AED training, and other training as required by the State of California. Applications from locations outside one hour of Mission Viejo, California, will not be considered.

TO APPLY

If you feel we may be a good fit, please visit www.spiritleague.org, download/complete the application, and then email it with a resume and cover letter to jobs@spiritleague.org. Please email jobs@spiritleague.org rather than call if you have specific questions. Due to the game day/meeting schedule, the ideal candidate would live within a one-hour proximity to Mission Viejo, CA. Relocation services are not offered as part of this position.

ABOUT SPIRIT LEAGUE

Our mission is to create a community where athletes with developmental disabilities thrive.

Founded in 2004, Spirit Youth Sports, Inc. (DBA Spirit League) is a year-round sports league for athletes with developmental disabilities in Orange County. We emphasize learning sports fundamentals and social skills for athletes ages 6-32 with youth and adult programs. Families drive from 49 different cities to participate in our Mission Viejo program, including from Riverside, LA, and San Diego counties.