

Job Title: Executive Director

Organization: North Dakota Soccer Association

Location: North Dakota – this will be a remote position

Position: Type: Part-time

Hours: Part-Time (10–20 hours per week; flexible schedule)

Salary: DOE

About Us:

The North Dakota Soccer Association (NDSA) is the governing body for youth and adult soccer in ND. is dedicated to promoting, developing, and advancing soccer at all levels in North Dakota. We seek an experienced and passionate executive director to assist our organization in its next chapter.

Position Overview:

The Executive Director will serve as the chief executive of the North Dakota Soccer Association and is responsible for the organization's overall management, strategic direction, and operational effectiveness. This role requires a dynamic leader who can engage stakeholders, drive initiatives, and advocate for soccer's growth across the state. This role requires a dynamic and innovative leader who can collaborate with stakeholders, drive growth initiatives, and enhance the overall soccer experience for participants across North Dakota. The Executive Director will administer various programs, events, and staffing. The position reports to the Board President.

Operational Leadership:

- Efficiently carry out NDSA's mission and goals.
- Identify opportunities for growth and partnerships to enhance soccer participation and development in North Dakota.
- Assist the board of directors in grant writing
- Attend at least one club's board of directors meeting annually
- Oversee day-to-day operations, ensuring efficient and effective program delivery.
- Assist the treasurer in managing the organization's budget, financial planning, and reporting.
- Coordinate registration and communication with leagues, clubs, tournaments, and events.

Community Engagement:

- Build and maintain relationships with clubs, schools, local organizations, sponsors, and community stakeholders
- Promote NDSA programs and initiatives through outreach, marketing, and public relations.
- Consistently promote clubs, NDSA, and soccer-related content via social media.
- Communicate electronic newsletter(s) effectively to clubs and the NDSA soccer community
- Regularly attend and support club special events/tournaments with a NDSA tent/promotional items

Program Development:

- Ensure the delivery of high-quality competitions and events for all ages and skill levels.
- Plan, organize, lead and coordinate the following:
 - State-wide league with a final state tournament
 - State-wide adult league with a final state tournament
 - Host recreation camps at local communities
 - Working closely with the SRA to coordinate referee training sessions
 - Coordinate coach license courses

Advocacy and Representation:

- Serve as a spokesperson for NDSA at the state and national levels.
- Advocate for the interests of North Dakota Soccer with governing bodies, sponsors, and the community.
- Work closely with the NDSA Board of Directors to ensure effective governance and strategic oversight.
- Provide regular updates on organizational performance initiatives.

Qualifications:

- Bachelor's degree in Sports Management, Business Administration, or a related field preferred, or a combination of applicable experience.
- Proven experience in a leadership role. Preference within a sports organization.
- Proven experience in financial management and fundraising
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders.
- Strong understanding of youth soccer or sports systems, including coaching, player development, and competition structures preferred.
- Passion for soccer and a commitment to promoting its values and benefits.
- Ability to travel within and out of state for meetings, events, and national conferences.

What We Offer:

- Competitive salary
- Opportunity to shape the future of soccer in North Dakota
- A collaborative and supportive work environment
- Mileage/hotel reimbursement for travel

Application Process: Interested candidates should submit:

- Resume
- Cover letter outlining their qualifications
- Vision for growing soccer in North Dakota
- Deadline to apply: November 30th, 2025
- Please email your application to tylertracy2005@hotmail.com
- Questions: Contact Tyler Tracy at 701-541-0454

North Dakota Soccer Association is an equal-opportunity employer.