# Posting Summary

Organization: Eugene Middle School Ultimate (EMSU)

Location: Eugene, Oregon

Salary: $17/hr - $22/hr

Industry Type: Youth Recreation, Nonprofit

Position Type: Part Time, Flexible Schedule

Experience Level: Mid Level

Date Posted: May 15, 2019

# The Organization

Eugene Middle School Ultimate (EMSU) is a 501(c)3 organization dedicated to the promotion of youth Ultimate Frisbee in the greater Eugene-Springfield area. Our vision is that all youth in our region have opportunities to be part of the Ultimate community. To that end, EMSU provides structured youth ultimate programming focused on fun inclusive play, skill building, and spirit of the game. A strategic plan and annual work program guide EMSU’s organizational activities.

Launched in 2015, EMSU has experienced rapid growth and measurable success in a short amount of time. We have introduced roughly 500 middle school students to Ultimate in four years and are directly contributing to the growth of competitive high-school programs across the region. A volunteer Board of Directors directs EMSU with administration and program oversight currently provided by a part-time executive director. A committed group of part-time and seasonal volunteer coaches work with parents make the organization run. Participating youth are the heart and soul of EMSU. Financial support for EMSU’s programs comes from a combination of league and camp fees, donations, grants, and in-kind contributions from businesses and community organizations. EMSU’s current annual operating budget is between $65,000 and $75,000 with 5%-10% annual growth expected over the next three to five years.

# The Opportunity

EMSU seeks a motivated and visionary Executive Director with the energy to manage and grow the organization. With direction from the Board, the ideal candidate will implement a strategic vision focused on maintaining a solid programmatic foundation while building the capacity needed to take the organization to the next level.

Working at the direction of and in collaboration with the EMSU Board of Directors, the Executive Director provides leadership in programs and services, long-range planning, fundraising and financial management, human resources, and board administration. The position involves overseeing the daily operations and functionality of EMSU. As the face of EMSU, the Executive Director will be comfortable relating to multiple constituencies including youth players, parents, coaches and councilors, school administrators and teachers, corporate sponsors, individual donors, and board members.

This position recruits and supervises league/camp coaches, counselors, and volunteers as well as any permanent employees or contractors hired to serve the organization. The Executive Director is responsible for interpreting and implementing EMSU Board policy and decisions. The Executive Director reports to the full EMSU board; direct day-to-day position oversight is provided by the EMSU Board Chair.

This is currently a part-time (0.25 to .30 FTE – ~10 - 14-hours per week), un-benefited position. The Executive Director is afforded significant schedule flexibility; weekend work is required during the spring and fall league seasons. Importantly, the EMSU Board anticipates that effort level and salary associated with this position will grow over time. The Executive Director must be present or available during all league sponsored activities (e.g. spring and fall league games, fundraising events, Board meetings, etc.). Optional, funding-contingent tournament travel may be requested by the Executive Director subject to approval by the board. Infrequent in-state travel may be required. All approved and required travel is compensated at the current State of Oregon mileage reimbursement rate. Funding for training and professional development is provided at the discretion of the Board.

# The Candidate

First and foremost, successful candidates will demonstrate a passion for supporting the personal growth and development of youth athletes and a strong commitment to promoting the sport of ultimate Frisbee. The Executive Director will embody the EMSU mission to provide structured youth ultimate focused on fun inclusive play and spirit of the game. The ideal candidate will have direct experience playing ultimate at the middle- or high-school level. Other recreational or competitive ultimate experience is strongly desired.

## *Key Responsibilities*

### Leadership & Management

*Implement a strategic vision focused on maintaining a solid programmatic foundation while building capacity needed to take the organization to the next level.*

* Build and maintain key strategic relationships with community stakeholders in support of EMSU’s mission and vision.
* Actively and strategically support initiatives aimed at expanding the breadth, depth, and reach of EMSU programing in the region.
* Actively and strategically support initiatives aimed at expanding the breadth, depth, and reach of youth ultimate in the State of Oregon.
* Develop and implement systems to track progress and regularly evaluate program components; measure and communicate successes and challenges to the board, funders, and other stakeholders as needed.
* Maintain, re-evaluate, and implement effective policies, procedures, and staffing/HR requirements including training, compliance, background checks, etc.
* Develop and maintain a strong relationship with the EMSU Board of Directors: work with Board Chair to develop Board Agenda, participate in board recruitment, staff and attend Board meetings, etc.
* In collaboration with the Board Treasurer: maintain and monitor the EMSU budget; implement and manage appropriate fiscal controls, procedures, and reporting.
* Present an annual work program and budget to the Board for review and approval.

### Communication & Fundraising

*In collaboration with the EMSU Board, oversee and maintain effective communication systems, public relations, and revenue development strategies.*

* In partnership with the Board, develop multi-year strategic fundraising goals and strategies to ensure a sustainable and growing funding base.
* Serve as main spokesperson and storyteller, represent EMSU in the community, and effectively communicating EMSU’s vision; leverage tournaments and other strategic collaborations to garner new opportunities and exposure for EMSU.
* Nurture and foster relationships across the EMSU community through regular and direct communication with EMSU athletes, athlete parents/guardians, alumni, and EMSU coaches, councilors, and volunteers.
* Seek out and nurture relationships with existing and potential sponsors, donors, granting entities, and other sources of financial support.
* Oversee and maintain EMSU’s on-line presence and profile.

### Preferred Experience, Skills, and Strengths

*The ideal candidate will possess program, project, or organizational management experience. They will have strong written and verbal communication skills and experience related to budget development, fundraising, and relationship management. Specific desired experience, skills, and strengths include:*

* A commitment to the concept of *Spirit of the Game*
* Working knowledge of ultimate frisbee rules, strategy, and culture
* Ideal candidates will have experience playing ultimate at the middle- or high-school level or other organized, competitive, or recreational ultimate experience is strongly desired
* Experience working on or with nonprofit boards
* Experience developing, setting up, and maintaining organizational systems, processes, policies, and procedures
* Experience with or knowledge of staff recruitment and training techniques
* Experience with or knowledge of fundraising strategies and techniques, i.e. grant writing, donor development, solicitations, etc.
* Demonstrated experience working with youth
* Ability to work both independently and in team environments
* Ability to manage and organize workloads with little direct oversight
* Demonstrated ability to effectively communicate verbally and in writing
* Knowledge of and ability to use Microsoft Office products, Google suite, and other standard office tools; experience with website management and social media accounts preferred
* Experience with or ability to coordinate large events

# Application & Selection Process

Applications will be reviewed in late May, but the position will remain open until filled. We aim to have a new Executive Director start no later than August 1, 2019. However, an earlier start date is desired by the Board and will be negotiated with the successful candidate. The hiring committee will conduct an initial round of interviews virtually; a second round of in-person interviews will be conducted in Eugene at the discretion of the hiring committee.

Compensation: Salary of **$17/hr to $22/hr** for part-time employment (average of 10 - 14 hours/week), based on experience, skills and strengths. Due to the part-time nature of this position, no additional benefits are offered at this time. Professional development funds are provided at the discretion of the Board.

The successful candidate must be:

* Able to pass a criminal background check
* Available to work Saturday mornings during spring and fall league seasons

# To Apply

Please submit application materials (see below) in PDF format via mail to the attention **of EMSU Hiring Committee Chair** at **hiring@emsultimate.com**.

* Include EMSU ED Search in the subject line.
* Submissions must be received no later than June 10, 2019 at 5:00 pm.
* Late or incomplete applications will not be accepted.
* Please email question about the position or hiring process to: hiring@emsultimate.com.

Application Materials

* Cover letter not to exceed two (2) pages.
* Resume - include your phone, email address, and related experiences
* Up to three references – contact information, including phone number and email address and how you know them

Cover letter should highlight your knowledge, skills, abilities and experience relevant to the position. Please describe what you would bring to the position, referencing the key responsibilities listed above.