



**USA Youth and High School Rugby – Executive Director**  
**Salary Commensurate with experience. Range \$70K to \$75K**

USA Youth and High School Rugby (“Y&HS Rugby”) a Washington D.C. based 501(c)(3) public charity whose mission is to grow participation in youth and high school rugby in the U.S. Y&HS Rugby is the USA Rugby sanctioned governing body for all youth and high school rugby in the USA.

USA Youth and High School Rugby exists to provide a fun and safe environment for the development of the rugby in America; develop well rounded rugby participants both on and off the pitch and make Olympic hopefuls become Olympic heroes; and be the conduit to connect the game at all levels to promote a lifelong love of the sport of rugby.

**PRINCIPLES**

The Council and its Committees and working groups will be guided by following principles:

- Youth & High School Player centered decision making
- Diversity, Equity and Inclusion
- Transparency and Accountability
- Fiscal Responsibility
- Community Participation
- Strong Clubs with Strong Administrators,
- Coaches and Match Officials
- Membership Growth
- Regional Balance
- Participation in the Success of USAR

Y&HS Rugby is seeking qualified candidates to fill a new, full-time Executive Director (“ED”) position for virtual work. Y&HS Rugby is a start-up company with the excitement, pressure, and challenges of a start-up. The ED will help build this company from the ground up. The best candidates will be executive ready, entrepreneurial, a jack-of-all-trades and comfortable in a very fluid work environment.

Due to rapidly evolving circumstances, resumes are requested by Friday August 6<sup>th</sup>. Virtual interviews with final candidates will begin the following week. Employment will begin as soon

thereafter as practical. Please send a brief introductory letter and resume along with three business references to [info@usayhsrugby.org](mailto:info@usayhsrugby.org)

The ED will be responsible for providing operational and strategic leadership to Y&HS working at the direction and discretion of the Board of Directors. The position requires the management and operation of a youth sports, non-profit entity that manages and oversees organized youth rugby in the entire USA. The position requires working with State Youth Rugby Organizations (SYRO), Regional Territories, clubs, schools and related organizations and USA Rugby. The ED will initially undertake some USA Y&HSR administrative functions and core support for bookkeeping, board management, membership assistance, document management, and organization. This is a public-facing role to be filled by someone who is invested in nonprofit organizations involving athletics or the rugby community, who conducts themselves professionally, has strong communication skills, work ethic, emotional intelligence, and a can-do attitude.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following core competencies to perform the essential functions of this position.

- Customer-service orientation, strong inter-personal and communication skills, ready and willing to support & work with SYRO, youth and HS rugby clubs, and regional stakeholders.
- Able to manage and direct the organization while developing, implementing, and monitoring policies and procedures for the organization.
- Able to sell the organization, the game of rugby, and develop and implement a plan for sponsorship/fund-raising and multiple revenue streams for the organization.
- Knowledge and expertise running a youth sports/rugby non-profit organization with the relevant information and communication technologies.
- Working knowledge and expertise in youth sport/rugby policies and procedures, operations, safety protocols and player development.
- Working knowledge and expertise in non-profit/youth sports finances, budgeting and accounting procedures.
- Comfortable implementing the organizational objectives agreed upon by the Board of Directors including growing the game, protecting and improving the culture, creating an environment focused on player and coaching development, and placing the highest priority on player safety.
- Literacy in managing Information and Communications Technologies including social media strategies, website development and competition management system evaluation and deployment
- Demonstrate personal qualities of honesty, integrity, accountability, and respect

## **Duties & Responsibilities**

### ***Business Management & Growth***

- Provide strong leadership and management to ensure that the organizational objectives of Y&HS are achieved
- Work closely with the Board to develop strategic member service and growth strategies & targets, as well as organizational goals and objectives, and drive achievement of those goals
- Conduct regular assessment of performance against goals; develop and implement action plans to make adjustments as appropriate
- Oversee all marketing, branding and communication activities
- Nurture and develop key partnerships with organizations & vendors that facilitate effective and efficient achievement of strategies
- Evaluate and update policies and procedures and by-laws to maintain 501(c)3 compliance. Complete all nonprofit filings to federal and state agencies
- Execute and manage all contracts with vendors, sponsors, partners, etc.
- Ensure retained focus on providing high level of service to all member organizations while meeting risk management needs
- Assist community groups and other rugby communities to facilitate affiliate opportunities that assist in the growth of rugby

### ***Fundraising, Sponsorship & Financial Management***

- Drive all sponsorship and fundraising activities of Y&HS to achieve the fund-raising goals agreed with the Board
- Responsible for the fiscal integrity of Y&HS and regularly reporting on financials to the Board
- Prepare an annual budget for Board approval. Manage the organization's resources within the budget guidelines and according to current laws & regulations
- Maintain existing and secure new key sponsors to provide revenue needed to support Y&HS programs & initiatives

### **Programs & Services**

- Annually plan and deliver multiple major events, striving to deliver a world-class experience including National Invitational High School and Club Championships
- In conjunction with the Board develop, communicate and implement rugby growth strategies and programs
- Drive development of a Coaching Development Program to support member clubs and high schools in training and developing rugby coaches who deliver best-in-class youth sport coaching experience and safety emphasis
- Assist in review of current policies for u19 rugby and present possible changes

## **Board Administration & Support**

- Communicate effectively with the Board and provide all information necessary for the Board to function properly and to make informed decisions
- Assist President in setting agendas and preparing materials for meetings
- Facilitate regular strategic planning process
- Create draft communications for overview by the Board of Directors.

## **Administrative Duties**

Initially the Executive Director will be responsible for all administrative functions until such time as either a contract resource or additional employee is employed.

Additional responsibilities may be assigned by USAY&HSR.

Some travel may be required. Work will be performed virtually. Applicants must have access to a personal computer.

## **Qualifications**

Education: Bachelor's degree in Business preferred or commensurate experience in business or non-profit management. Advanced degree is a plus.

Experience: At least three years of experience in management, business development and managing highly committed people.

## **Skills**

- Strong attention to detail
- Strong interpersonal skills
- Great ability to multitask
- Microsoft Suite and G Suite
- Zoom/Video conferencing
- Commitment to customer service
- Proven comfort with financial transactions
- Knowledge of QuickBooks
- Strong reading comprehension

USA Youth and High School Rugby is an equal opportunity employer.

To learn more about our programs and services, please visit [www.usayhsrugby.org](http://www.usayhsrugby.org)