



## **SOUTHERN CALIFORNIA YOUTH RUGBY (SCYR) JOB DESCRIPTION**

### ***CHIEF EXECUTIVE***

#### **Description**

SCYR, Inc. is the governing body for all youth (18 & under) and high school rugby in Southern California. With over 5,000 members and 100+ clubs & high schools, SCYR is large and growing fast and requires strong, clear-sighted leadership.

The Chief Executive Officer is responsible for providing operational and strategic leadership to Southern California Youth Rugby (SCYR, Inc.), 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 Southern California. The position requires working with regional clubs, schools and related organizations and USA Rugby. The selected candidate would be expected to reside in the Southern California area. There is no compensation for relocation expenses.

#### **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.

#### **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 youth rugby clubs, and regional stakeholders.
- Able to manage and direct the organization and its staff 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 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 (see SCYR Organizational Objectives Document), 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.



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- 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 SCYR 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

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

- Drive all sponsorship and fundraising activities of SCYR to achieve the fund raising goals agreed with the Board
- Responsible for the fiscal integrity of SCYR 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 SCYR programs & initiatives

##### *Programs & Services*

- In conjunction with the VP Competitions and VP Discipline oversee discipline, registration and competitions issues across all leagues and seasons (High School League, Club League and Summer 7s Series, All-Stars).



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- Annually plan and deliver multiple major events, striving to deliver a world-class experience: High School and Club League Championships, SCYR 7s tournament, SoCal Showcase tournament, Conference on the Game, etc.
- Work closely with the Member Council and its competition and disciplinary committees to maintain policies and procedures appropriate to existing and new leagues and levels of competition
- Oversee the award-winning Player Welfare Program (PWP) to ensure continued success in providing the safest possible environment for SCYR athletes
- 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

### *Human Resource Management*

- Attract, motivate, develop and manage the work of staff in a busy, complex and geographically dispersed environment
- Implement an effective performance management system that includes annual objective setting and evaluation for all employees
- Manage and evaluate staff and volunteers according to approved policies and procedures. Maintain authority and respect throughout the organization in order to lead an efficient, action-oriented and learning culture
- Provide a work environment that values diversity and inclusion among volunteers and employees regardless of race, color, religion, gender, national origin, sexual orientation, marital status, age, veteran status or disability
- Lead by example and act in an ethical manner at all times

### *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
- Work closely with VP Competitions and VP Discipline to execute their duties
- Facilitate regular strategic planning process
- Serve as liaison between Board and staff

**Hiring for the position is expected to occur in February of 2018; send resume, cover letter and 3 business-related references to [jobs@socalyouthrugby.org](mailto:jobs@socalyouthrugby.org)**