



Change lives, build a business, earn money:

Play Rugby USA - California: Founding Executive Director & Program Manager Job

Descriptions.

Founding Executive Director:

I. General Management - Leadership/Stewardship

- Organizational Leadership: Articulate vision and strategy for PRUSA- California; engage actively with local leaders and community to advance the mission and work locally; coordinate collaborate and establish partnerships with other youth development partners.
- Strategic Planning: Engage in a regular planning in coordination with PRUSA – California’s board and National Office.
- Staff Management & HR: Establish a coaching team and volunteer base; engage and communicate openly with all stakeholders; establish an ongoing development plan for existing staff; plan and resources for engagement of future staff to facilitate chapter expansion.
- Operations: Timely and consistent communication with board and National Office on operational issues, policies and reporting; ensure local implementation of National Office policies including child safety protocols.
- Advocacy and Outreach: Support advocacy efforts locally and nationally; host Board, senior staff and donor visits; engage in and support community outreach efforts.

II. Financial Management

- Budget Oversight & Tracking: Oversee annual budget development; regularly review the operating budget as well as monthly budget-to-actual.



- Invoicing, Payables & Receivables: Manage ongoing invoicing and revenue collection, payroll & payment of bills using Quickbooks, in coordination with PRUSA – CA Treasurer.

III. Development:

- Provide vision for overall fundraising strategy and develop a fundraising plan for California based on analysis of program strengths, local and state level opportunities; cultivate donor, foundation and corporate relationships to source funding; arrange local networking and fundraising events to develop supporters and funds to support program.
- Marketing, Media & Communications: Utilize PRUSA logo, website, brand and messaging to identify and secure program support; maintain professional, innovative and high quality positive image of PRUSA - California; engage with National Office on media and communications outreach.

Program Manager:

- The delivery of the Play Rugby USA curriculum including, Give Rugby a Try, Team Rugby and Fun, Fitness and Food with additional online learning and networking through the Rookie Rugby Club.
- The overseeing of all operations of the after school rugby programs, including recruiting, training, observing, evaluating and supporting all coaches and volunteers.
- Ensure that programs meet quality standards as defined by Play Rugby USA, Program Partners and funders and establishing solid working relationships with these organizations.
- Coordination of the program, timetable, attendance, etc with Program Partners.
- Establishing and maintaining positive working relationships with children, parents, volunteers, colleagues, supervisors, and community members.



- Supervising all program staff to ensure effective delivery of after school programs, and community events such as tournaments, clinics, camps and field trips.
- Overseeing measurement and evaluation process to ensure appropriate metrics are garnered from the program, evaluating feedback and implementing appropriate changes to the program and curriculum in consultation with the National Office.
- Maximizing program opportunities by partnering/collaborating with other youth development organizations, schools and local colleges.
- Assisting with funding development for educational programs and youth programs.
- Coaching students within the program.
- Identifying and promoting the program to potential Program Partners.

QUALIFICATIONS & REQUIREMENTS:

- A 4 year college degree, preferably in related field (Business / Social Enterprise / Sports / Education).
- Leadership and management experience in a youth services organization.
- First Aid and CPR certifications.
- Ability to articulate vision and mission to prospective partners and funders.
- Highly positive and enthusiastic style capable of motivating others.
- Skills and energies to build a team and lead effective staff development and training.
- Relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner organizations in youth development.
- Proven fundraising experience.



DEVELOPING YOUTH THROUGH RUGBY

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- Financial management experience in budgeting, invoicing and forecasting.
- Excellent interpersonal and organizational skills.
- Proven project management and planning skills.
- Excellent written and verbal communication skills for diverse audiences.
- Experience working within a youth development and sports environment.
- Experience and competencies in working in a multiracial, multicultural environment.
- A passion for sports based youth development.