



Change lives, build a business, earn money:

Play Rugby USA: Founding Executive Director, California

Request for Proposal

Play Rugby USA is an extraordinary wellness and prevention resource: Tackling the challenges facing America's youth. Play Rugby USA has served 10,000 students across four cities, creating a proven program model, which encompasses 3,500 students in regular weekly programming from the ages of 8 – 18 yrs, supported by a national operating budget of over \$1 million. Our vision is to create a "better world through rugby" through establishing chapters across the USA and ultimately internationally to replicate our program. Help us achieve this vision by leading the delivery our mission of "developing youth through rugby" to underserved youth in the Bay Area and Los Angeles.

Play Rugby USA – California was incorporated in 2010 as a chapter of the national organization sharing 501c3 non profit tax exempt status, via an IRS approved Group Exemption. Programming in LA started in spring 2010 and has reached 20 schools and 500 students. Our Bay Area programming is due to commence in November 2011.

We are seeking a self-starting social entrepreneur, with the charisma, drive, and passion for sports-based youth development, to lead and grow our California Chapter.

POSITION/S:

We will be hiring either one or two successful candidates as follows:

- 1) Full Time Executive Director, Play Rugby USA – California, or
- 2) Part Time Executive Director and Part Time Program Manager.

Proposed start date: September, 2011.



Compensation: Commensurate with experience and performance based. Please note, as this is a Founding Executive Director position, part of the salary will be based upon the individuals ability to raise the capital required to sustain the chapter.

Reports to: Chairman Play Rugby USA – California & CEO Play Rugby, Inc.

PURPOSE:

The Founding Executive Director (ED) is a challenging and rewarding management position, offering substantial opportunities for creativity and professional growth. The ED will provide quality leadership with the support of the established PRUSA California board members to fund, develop, evaluate, grow and continuously improve a high quality rugby-themed youth development program. The ED will manage and oversee program development and implementation, ensure compliance of services and activities within grant, contract and non profit requirements, oversee effective delivery of key services, develop and maintain program partnerships. The ED will also develop the resources and funding necessary to operate all programs. Compensation will in part be driven by the ability of the Founding Executive Director to raise appropriate levels of capital to support the Chapter. He/she will also build or maintains well functioning systems for finance and human resources and other operational activities.

The ED role will function within the framework of Play Rugby USA's established policies and procedures and with support from the national office. National Office support will include but not be limited to: training and ongoing consultancy; programming design and delivery; program resources such as curriculum, equipment procurement, coach training materials, online Program Management Database, Measurement and Evaluation process including logic model and survey templates for evaluation; fundraising and grant writing templates; marketing materials; event templates; website,



social media and communication support; Salesforce customer relationship management database license.

The Full Time ED role is initially a combination of 2 part-time jobs each estimated to require approximately 20 hours / week – Executive Director and Program Manager. The successful Full Time ED would manage the program on an interim basis with the objective of raising sufficient capital to employ a full time program manager within 12 months of hire. We are considering one full time ED or 2 separate part time positions. The job descriptions for each position are posted on our website – click here to download.

TO APPLY:

We ask that candidates submit a **resume** evidencing appropriate skills and experience as outlined in the job description **in addition to bullet pointing their top 5 strategies** on how they intend to develop the PRUSA - California Chapter.

The top 10 candidates will then be invited to submit a 2 page business plan detailing their: (i) goals (SMART), (ii) strategies (general plan of action to achieve goal) and (iii) tactics (specific action points / initiatives to execute strategy):

- Program: coach development (recruitment and retention) volunteer development, partner (site / school) development – e.g. # students, # sites, # hours, quantifiable social outcomes.
- Fundraising: by source and amount – individuals, corporations, private foundation grants, public grants, program service fees, events.

Please email resumes to mark.griffin@playrugbyusa.com copying Jon Simpson jon@playrugbyusa.com by August 17, 2011.