



Position Title: Executive Director

Responsible to: AFDC Board of Directors

Background: *Want to work in sports and help develop exciting Ultimate programs in the Atlanta area? This is the opportunity for you!* The Atlanta Flying Disc Club (AFDC) serves as the metro-Atlanta hub for the sport of Ultimate and disc sports, with programs affiliated with USA Ultimate, the national governing body of Ultimate. We strive to advance the sport of Ultimate and disc sports in the Atlanta area by enhancing character, community, and competition through Spirit of the Game. AFDC seeks to increase and further develop our existing adult and youth programs, and to help people of underrepresented socioeconomic and racial backgrounds and gender identities access and enjoy the benefits of ultimate.

Position Summary: AFDC seeks a motivated, passionate, and thoughtful individual to spearhead youth and adult programming, logistical operations, and fundraising for the organization. The Executive Director will serve as the primary organizer of multiple youth leagues throughout the year. They will also support the operations of adult leagues, lead fundraising efforts, and improve outreach programs to grow the sport, particularly in areas and demographics where ultimate is underrepresented. Ultimate experience is helpful, though not required.

Though a lot of the work can be done from home, some (mostly local) travel and non-traditional hours (evenings and weekends) should be expected as part of this role.

Working with AFDC: While working at AFDC, you will eventually work independently in developing and overseeing programs with the oversight of the AFDC Board. Though the onboarding process will require a lot of coordination and collaboration with the Board of Directors, the Executive Director will have a good deal of autonomy once they get the lay of the land. The Executive Director position is the first, and currently only, paid position at AFDC, though consistent and effective collaboration and communication with both the Board of Directors and numerous volunteers, parents, players, and other constituents is vital to the success of the role.

Responsibilities:

- Design and implement multiple youth leagues/programs in the autumn, spring, and summer seasons.
- Create and collaborate with local players, coaches, teams, and volunteers to ensure efficient and effective operations
- Build relationships with local teams, schools, organizations, and community partners to promote playing opportunities for newer players, particularly those not already in ultimate community circles.
- Identify and pursue new fundraising opportunities to support specific programs and/or the organization at large.

- Build and maintain effective communications initiatives to keep AFDC community informed of current and upcoming programs/events.
- Willingness to take on additional projects as needed.

Essential Skills and Qualifications

- Significant hands-on experience developing and delivering programming, particularly for youth (middle school and high school)
- Demonstrated ability and willingness showing a commitment to engaging and supporting people with diverse identities, backgrounds and experiences; is comfortable with discomfort and ambiguity
- Demonstrated ability to work with and support volunteers, organizers and athletes of all ages and experience levels
- Demonstrated ability and/or willingness to fundraise in creative ways
- Organizational skills, attention to detail, and the ability to multitask, prioritize and execute competing assignments
- Highly effective written and verbal communication skills
- Ability to think strategically and act innovatively
- Proficient with office-related software, including word processing and spreadsheet management

Compensation:

- Full-time, exempt salaried position.
- Starting Salary Range: \$40,000 - \$48,000/year, based on qualifications and experience.
- Stipend for medical, dental and vision plan.
- Eligibility for end of year bonus based on performance
- Attractive PTO package, including vacation and holidays.
- Limited relocation allowance.

Projected Start Date: October 2022-Jan 2023

Application Deadline: Sunday, August 7th, 2022

Application Process: Send a cover letter and resume to the AFDC Board of Directors at info@afdc.com; Subject: **Application for AFDC Executive Director**. *In your cover letter, please describe your experience working with sports programs (ultimate or other sports), youth, nonprofit organizations, and/or other management positions, and why you believe your experience will make you successful in this position.*

AFDC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

AFDC strives to increase its workforce diversity. Applicants of color, women, individuals with disabilities, applicants from low-income backgrounds, and LGBTQIA+ applicants are strongly encouraged to apply, even if you don't check all the boxes.