



## **Brussels Sports Association Managing Director**

### **Position Description**

The BSA Managing Director provides year-round program management, logistic and administrative coordination, outreach to partners and supporters, and organizational oversight to guide the daily operations of the Brussels Sports Association. Working closely with the BSA Board of Directors, they ensure that the BSA mission remains the guiding principle in all projects, collaborations and community partnerships. The Managing Director communicates clearly, effectively, and regularly with BSA Board members, organizational stakeholders, BSA families, volunteers, and the community at large. The Managing Director supervises volunteers and university interns and engages with them in a professional manner at all times. The BSA Managing Director is a part-time, salaried position with approximately 25 hours of work per week - including some evenings and weekends following the BSA sports seasons and programming that runs from August - June, on a typical Belgium school-year calendar.

### **Values**

The BSA Managing Director brings passion, focus and commitment to the BSA mission. The Managing Director believes that community sports programs are an integral part of bringing diverse, international communities together. They know that strong, fun sports programming can help kids reach their full potential. They are comfortable in positions of leadership, are an effective communicator, highly organized and believe in collaboration and teamwork. They are comfortable working with an international community and a diverse Board of Directors to help BSA bring its vision to fruition.

### **Key Responsibilities**

#### Program Management:

- Develop seasonal sports programs for BSA's 4 core sports both in coordination with the volunteer sports program directors and independently as needed - including:
  - program schedule and budget,
  - placing uniform, supplies and gear orders,
  - volunteer coach recruitment, with some training and support in coordination with the sports program directors
  - providing program reminders and updates before, during and after the sports season
  - event promotion.
- Meet with BSA partner schools (including ISB and St. John's) to coordinate venue access, logistics, security, partnership agreements and communication, maintaining the highest degree of professionalism.
- Coordinate with other sports leagues regarding games and tournaments.
- Maintain and inventory the BSA storage facility on the ISB campus.
- Support the sports program directors in communication with families throughout the sports season.
- Handle customer service and administrative concerns and questions throughout the sports season.

#### Administration and Communication:

- Manage all day-to-day communications for the BSA from the BSA office email and BSA registration email address - including all inquiries related to registration, participation, contracts, and partnerships.
- Maintain the BSA website (on Wild Apricot) - including posting BSA news, updating program-specific information, creating BSA sports events and updating BSA volunteer coach training and other website files.
- Maintain the BSA Google drive.
- Create the BSA monthly newsletter using the BSA website platform.
- Maintain the BSA Facebook, Instagram and LinkedIn pages with support from a BSA university intern in sports marketing/ management and the BSA Communications Director.

#### Organizational Development, Outreach and Coordination:

- Work with the BSA Board throughout the year to support and implement BSA strategic planning and financial goals.
- Prepare quarterly program reports on registration data for BSA quarterly board meetings. Prepare this information for partner schools and sponsors as needed throughout the year.
- Coordinate effectively and efficiently with BSA contractors - including auditors/ accountants, insurance and banking providers to manage contracts and follow-up on BSA organizational requirements.
- Participate throughout the year in promotional events - including, but not limited to, ISB, BSB and St. John's Back to School Events.
- Provide outreach for partnership and sponsorship as needed with guidance from the BSA Board of Directors.

#### Financial:

- Handle day-to-date finances of the organization.
- Pay BSA invoices, place orders, and make purchases as needed throughout the year.
- Coordinate regularly with the BSA Finance Director and Board President to ensure compliance on matters related to budget, finance, and payroll.
- Support the BSA Board in establishing and maintaining BSA yearly operating budget.
- Complete payroll forms and report hours through the SDWorx platform. Communicate with SDWorx for questions related to payroll.
- In coordination with the Finance Director, maintain the BSA PayPal and KBC Banking accounts.

### **Required Skills and Experience**

- An understanding of and belief in the BSA mission.
- A minimum of 5 years experience (volunteer or paid) in program management, non-profit leadership, educational program administration or project coordination, or a combination of these, is required. References are required.
- Exceptional organizational and time-management skills.
- Ability to work independently in a manner that is trustworthy and ethical, with little supervision and limited oversight.
- Ability to maintain patience, creativity and flexibility in complex situations.
- Ability to work closely with sports program directors, or independently as needed, to develop, promote and administer sports programs for youth ages 4-18, including, but not limited to, project planning, budget-management, volunteer support and program oversight.
- Proven experience navigating competing priorities of diverse stakeholders.
- Solid technical skills with experience in Google Workspace, Excel, email marketing platforms, and basic website maintenance and comfort with learning new systems. No programming or coding experience required.
- Able to communicate across cultures with patience, clarity and understanding.
- Excellent written and verbal communication skills in English.
- Must have or must be able to obtain a legal work permit for Belgium.

- Must not be an employee of a BSA partner organization.
- Must be willing to undergo a background check.

### **Preferred Skills and Experience**

- Prior experience with the BSA.
- Additional language skills - French.
- Prior experience using the following platforms in a professional setting: Zoom, Canva, Wild Apricot, Facebook, Instagram and LinkedIn for business, WhatsApp and Google Workspace.
- Prior experience in a supervisory role.
- Prior experience working for a volunteer-run organization.
- Prior experience working with a Board of Directors or similar organizational structure.

### **About BSA**

The **Brussels Sports Association (BSA)** was established in 1958 to provide competitive team sports opportunities for children of the international community. We now partner with several international schools to provide 4 sports to all children from ages 4 - 12.

As a volunteer organization, **BSA promotes fair play, skills development and fun for children and their families.**

**The BSA connects families, inspires and develops player potential, and cultivates a passion for sports across the Brussels international community.**

The BSA does not merely operate a sports program for children. It seeks to teach, through the direct interaction of adult commissioners, coaches and team parents, certain values associated with team sports, particularly values of fair play, team spirit and mutual respect. In BSA's philosophy, each child's efforts are to be maximized and praised, regardless of innate athletic ability. Sports Commissioners and Coaches seek, through basic skills evaluations, to balance competing teams, so that to the extent possible, a rough parity may be achieved.

- To provide an opportunity for children of the international and local communities in Belgium to participate in team sports.
- To instill basic athletic skills, a sense of fair play and team spirit via sports competition.
- To ensure that BSA sports programs are structured via established international guidelines to allow participating children to advance to other sports opportunities through high school and beyond.

The critical component of the BSA philosophy is that winning is NOT everything. Participating and effort are the keys and children are taught by the example of the BSA volunteers that losing a game or a season is far less important than the enjoyment one has in playing as well as one can. The joy of winning is the easy part; learning to lose gracefully is an equally valuable lesson for the children to learn. The BSA Board is careful to ensure that those who administer the sports programs practice the precepts of this philosophy.