



January 9, 2012

The Madison Area Youth Soccer Association (MAYSA) seeks a Director of Business Services. The successful candidate will be responsible for overseeing all income and expenditures of the organization; management of all contracts and contracting relationships; financial planning, oversight and reporting; business aspects of the Reddan Soccer Park operations; human resources; and continuing growth and promotion of youth soccer and the mission of MAYSA. This position is a salaried 50% (20 hr per week on average) professional position. The Director of Business Services will report to the MAYSA Board of Directors and is expected to create a productive management team with the Director of Soccer Operations and other staff. Qualified candidates will have a strong accounting, money management and financial background, familiarity with Quickbooks and other licensed software, and office management and mentoring experience, preferably in a non-profit organization or private business context. Applications, including a letter of intent, resume/curriculum vitae, and references, should be mailed to: MAYSA Board of Directors Search Committee, 5964 Executive Drive, Suite 1, Madison WI 53719. Applications may also be emailed to: [maysa@maysa.org](mailto:maysa@maysa.org). MAYSA is a not-for-profit 501(c)(3) organization whose mission is to foster the physical, mental, and emotional growth and development of South Central Wisconsin youth through the sport of soccer at all ages and levels of competition.

*MAYSA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. MAYSA complies with applicable state and local laws governing non-discrimination in employment in every location in which the MAYSA has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. MAYSA expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Improper interference with the ability of MAYSA employees to perform their expected job duties is absolutely not tolerated."*