



## Executive Director Posting

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Airdrie District Soccer Association has an exciting opportunity for the right person to lead the operations and development of community and club based soccer programs in a diverse, family oriented community.

Reporting directly to the ADSA Board of Directors, the Executive Director is accountable for leading a team in the planning, design, management and evaluation of soccer programs for all ages and levels of skill and interest. These programs and initiatives provide approximately 2500 registered players each year the opportunity to enjoy our indoor and outdoor leagues encompassing child, youth, adult, community and travel programs.

The Executive Director is vital to the development and realization of ADSA's vision, long-term strategy and daily operational needs. Some of the Executive Director' responsibilities include:

- Leading the administration, operation, management, programs and strategic plan of ADSA.
- Fostering open communication with ADSA current and potential membership, the Board of Directors, other agencies, organizations and the general public.
- Building and managing a strong, dedicated ADSA staff and volunteers base.
- Sound fiscal management including budgeting, sponsorship, grant applications, and developing other resources necessary to support ADSA initiatives.
- Fostering positive and cooperative relationships with the City of Airdrie, Parks Airdrie and Genesis Place to create a relationship benefiting the demands of field space ADSA requires for its programs.

Post-secondary education in leisure management, business administration, non-profit management and at least five years' experience in a non-profit, sports orientated organization is preferred (equivalent combinations of experience and education will be considered).

The successful candidate will also demonstrate:

- Strategic thinking, taking into account long-term goals assessing options and implications.
- Demonstrated knowledge of and experience with non-profit, community orientated sports programs.
- Effective communication with strong organizational skills, client focused orientation and commitment to providing long term quality services.
- Leadership skills, including demonstrated ability to provide sound recommendations and comfort with decision making responsibilities, coaching and teaching, and the ability to inspire and build confidence in others.
- Demonstrated ability to manage change and create innovative solutions for complex and diverse issues.
- A proven ability to foster partnerships and to achieve organizational goals within a diverse non-profit organization.

If you are interested in the position please submit your resume and cover letter to [president@airdriesoccer.com](mailto:president@airdriesoccer.com) to the attention of Christian Ricketts. All applicants must submit their resume by September 8<sup>th</sup> and only applicants considered for interviewing will be contacted.

President ADSA  
[president@airdriesoccer.com](mailto:president@airdriesoccer.com)