

Recruiting Leaders

POSITION PROFILE Executive Director



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EXECUTIVE DIRECTOR

Alberta Soccer Association

COMPANY OVERVIEW

The Alberta Soccer Association (“Association”) is a Provincial Soccer Association who, through its professional staff and member districts, provide a premium service and safe environment for all Albertans to participate, develop and enjoy the game of soccer.

Over the years the Association has focused on providing programs that are more diverse to include more people in the community. There are opportunities for many individuals to play the sport including women, players with disabilities, youths and seniors. Newer programs have also been developed so skills can be learned and further developed for coaches in the community.

The Association also established the Women in Sports Leadership – Coach Developer initiative in 2017. This program was designed to attract and develop the coaching skills for women who wish to pursue leadership roles in their club, district or province.

In 2021, the Association would like to continue their diversity and inclusion initiatives and build more programs to reach a variety of players, coaches and referees in the community.

For more information on the Alberta Soccer Association, please visit www.albertasoccer.com.

THE ROLE

Reporting to the President, the Executive Director (“ED”) will be responsible for the successful leadership and management of the Association according to the strategic direction set by the Board of Directors. The ED is responsible for the hiring, management and organization of staff who are responsible for providing the following services to its members: referee development; technical development; Alberta Major Soccer League (AMSL) administration; provincial competitions; discipline, etc.

The incumbent will have strong financial acumen and human resources experience to manage the day to day functions of the role. Strong change management skills and building, developing and maintaining relationships with key internal and external stakeholders are imperative to ensure the success of the ED.

This seasoned candidate will be a strong communicator who is an effective delegator that can mandate change to ensure the Association has relevant growth and financial stability. The ED will successfully shift gears to manage and create policies and communications for unexpected events such as COVID-19 that may impact the world of soccer.

Key Responsibilities

Executive Leadership

- Lead the Alberta Soccer Association to become a more streamlined and diverse organization to increase the profile of the sport and build a positive, inclusive work and sports culture.

- Implement strategic plans and procedures that are consistent with the mission, vision and values established by the Board.
- Lead the Association and be a liaison between stakeholder groups.
- Demonstrate an ability to anticipate outcomes and manage change initiatives as required within the organization.
- Lead all report preparations for District Planning Meetings and the Annual General Meeting.
- Provide effective leadership to capture the needs of the Association and boost employee morale.

Human Resources Management

- Build and maintain positive working relationships with the staff, members, volunteers and the Board.
- Develop and maintain new policies and update current policies to align with Association's objectives.
- Lead, evaluate, assess, implement and deliver learning development programs, performance management, change management and workforce planning.
- Manage employee onboarding, conduct performance evaluations and be a mentor to effectively coach and lead staff.
- Conduct interviews for staff that are aligned with the Association's objectives.
- Stay current with federal and provincial laws and regulations to ensure the Association adheres to all employment policies.
- Have a key understanding of employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage, etc.
- Oversee the implementation of human resources policies, procedures and practices as approved by the Board.

Financial Management

- Collaborate with the Association staff and the Finance Committee to prepare a comprehensive annual budget and monthly financial reports to the Board of Directors.
- Partner with the Board to secure adequate funding for the overall operation of the Association.
- Draft fundraising proposals and develop a fundraising plan to increase funds for the Association.

- Oversee bookkeeping and accounting procedures completed by staff; provide approvals and sign off on monthly accounts such as accounts payables, receivables and all bank account reconciliations.

Risk Management

- Proactively identify and manage risks in conjunction with the Risk Management Committee.
- Manage social media messaging to maintain company's positive image and implement policies to control risk.

Relationship Building

- Establish and maintain good working relationships with all member districts, staff, Board members, Committee members and volunteers.
- Manage the relationship with the Canadian Soccer Association (CSA) and the other Provincial and Territorial Sport Organizations (PTSOs) to ensure that the national strategy aligns with the Alberta Soccer Association's strategy.
- Establish and maintain good working relationships and collaborative arrangements with community groups, fund providers, municipal, provincial, and federal politicians, and other public organizations to help achieve the Association's goals.
- Ensure that all website content and social media platforms are current. Enhance the Association's brand to reach new demographics.

Operations Management

- Prepare meeting minutes within one week to the Board following meetings and provide supporting materials at least one week in advance of meetings.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies. Review current/existing policies annually and recommend changes as required.
- Manage expenditures to ensure that annual budgets are maintained.
- Support the smooth running of subcommittees of the Board.

THE CANDIDATE

The successful candidate is an exceptional leader with a strategic mindset who is able to establish and maintain positive working relationships with others, both internally and externally to achieve the goals of the organization. The incumbent will have a key understanding of the landscape of provincial and/or national amateur sport associations.

Core Competencies

- A strong and enthusiastic leader with sports management experience who is committed to the organization's values and able to effectively motivate staff, members and volunteers to meet the organization's objectives;
- A strong financial acumen and knowledge of sports associations;
- An MBA or post graduate degree in Business Administration with relevant financial experience and/or a combination of relevant experience and education;
- Seven or more years of progressive management experience in a voluntary sector organization. A minimum of 5 years of solid experience in an Executive Director capacity within a sports organization preferred. Experience and knowledge of soccer in Alberta will be an asset;
- Strong written and verbal communication, with an ability to communicate with stakeholders at various levels;
- Strong change management skills and an ability to pivot when required to help the organization adapt as required to achieve organizational goals; and
- Proficiency in Microsoft Office Suite and financial management software.

Requirements

- Ability to work weekends and overtime hours when required to accommodate activities such as Board meetings and representing the organization at public events (with time off in lieu);
- An ability to be flexible with the work schedule is a requirement to accommodate the non-standard working hours of the Association;
- Legally eligible to work in Canada;
- Salary to commensurate with experience and/or qualifications.

Personal Characteristics

Communication. You are able to communicate effectively with all levels of the organization and solicit feedback. You articulate messages in a way that is easily understood and adjust your communication content and style to meet the needs of diverse stakeholders.

Decision Quality. You can make effective decisions based upon incomplete information. You seek information and alternative viewpoints to make the best possible decisions from viable sources and skillfully separate opinions from facts. You are respected by others for displaying superior judgement and make timely and well-informed decisions.

Directs Work. You convey clear performance expectations and follow up consistently with stakeholders. You delegate work in a way that empowers ownership. You track how work is completed without micromanaging and you are able to delegate the right assignments to staff to provide stretch opportunities and keep the team engaged.

Manages Complexity. You analyze multiple and diverse sources of information to define problems accurately before developing solutions. You are able to determine what is relevant and what is unimportant or less important when observing complex situations.

Strategic Mindset. You are a visionary and able to articulate scenarios and strategies and you formulate a clear strategy and map steps to develop and implement the Association's strategic goals.

Drives Results. You set goals, have high standards and you are deadline driven. You push for results and you share and celebrate your successes. You ensure that things are done right the first time and you mentor and motivate your team positively to meet all obligations.

Financial Acumen. You have the ability to transform financial information into regular business terms so you can effectively communicate quantitative and qualitative information. You understand how to identify and monitor key financial indicators to gauge performance, and you are able to identify trends. You understand how the Association generates and accounts for spending and the management of money. You execute plans and develop new processes to improve the financial health of the organization.

Manages Conflict. You anticipate conflict in advance of situations based on the knowledge of interpersonal and group dynamics. You manage conflict so it does not disrupt the organization and defuse high-tension situations effectively. You collaborate with internal and external stakeholders when required and seek alternative solutions. You find a common ground and ensure that everyone is heard.

We understand and appreciate our clients' ever-increasing desire for candidates to reflect the communities in which they work and live. The Vogel Group is committed to inclusivity and diversity as we search for outstanding leadership talent for our clients.

For more information or to apply, please contact:

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