



North Delta FC

Executive Director

North Delta Football Club (NDFC) was formed in 2020 through the amalgamation of North Delta Soccer Club (boys) and Sur-Del Girls Soccer Club (girls), which together have been providing soccer programs within the communities of Delta and Surrey for over 53 years. NDFC's mission is to encourage lifelong physical activity and healthy living through Soccer for Life, provide opportunity for our youth and adults to participate in soccer at the level of their abilities and desire, to teach respect for the laws of the game and its participants, and to foster leaders in our community.

Summary of the Role:

Reporting to the Board of Directors of NDFC (the Board), the Executive Director (ED) will be responsible for the oversight and management of all aspects of NDFC's operation, including the supervision and management of NDFC staff. The ED will work collaboratively with the Board on the future planning and direction of the Club while following and executing its mandate. Engagement and effective communication with all stakeholders, including the Board, staff, volunteers, and members, is imperative; the ED will act as the Club's representative at meetings and events, and will be accountable to its members.

In addition, the Executive Director will be responsible for the development, implementation and oversight of all soccer technical programs within the club, including grassroots development through high performance programming. This will include, but is not limited to: player development; player selection processes for development teams; coach selection and development; technical staff recruitment, training, development, and supervision; establishing and overseeing academies and camps; and development and execution of novel technical programs and activities as agreed upon with the Board.

Duties and Responsibilities:

Management

- Working collaboratively with administrative staff, develop detailed annual operational and technical budgets for review and approval by the Board; manage the approved budgets on an ongoing basis
- Collaborate with administrative staff and the Board (as required) to prepare the Club's submission for the annual Gaming Grant application
- Pursue opportunities for sponsorship, grants, and/or donations on behalf of NDFC
- Recruit, hire, train, and retain knowledgeable, energetic, and inspiring staff coaches to fulfil programming requirements and vision and initiatives of NDFC
- Supervise technical and administrative staff performance, and complete evaluations at agreed upon intervals throughout the year; negotiate staff remuneration
- Develop and manage technical and administrative staff schedules to ensure full coverage of all programs to agreed upon levels
- Promote and market all of NDFC's programs and activities, and oversee their implementation and operation; review and respond to feedback received from staff and members to facilitate continuous improvement and boost

registration.

- Work with the Women's and Men's Club coordinator to promote and support the Women's and Men's teams and programs
- Maintain open, timely, and efficient communication in regard to all aspects of the Club's operation; responsible for issuing coherent and informative communiqués to staff, volunteers, and members, as required
- Provide oversight of the registration process for all of NDFC's programming; provide leadership and direction to the NDFC Registrar to ensure the efficient management of all aspects of registration for all age groups and programs throughout the fall and spring seasons, including Academy and any scheduled camps.
- Work collaboratively with administrative staff to establish a fee schedule for all programs, subject to review and approval by the Board under the annual budget
- Oversee the Referee Development program and work with the Referee Development Coordinator to maintain a program that will develop Referees and Assistant Referees
- Review NDFC's policies and procedures on an annual basis, or as necessary. Recommend establishment of new policies/procedures, and/or update of existing ones, in consultation with administrative staff for approval by the Board
- Ensure the timely procurement of all necessary equipment, including negotiating vendor pricing, and monitoring quality and reliability; lead negotiation of contracts with any external vendors and contractors
- Ensure the proper allocation of fields to meet program requirements. Establish an ongoing process for the evaluation of field conditions as they pertain to the operation of NDFC's programs. Develop and maintain close relationships with stakeholders in order to forward recommendations for field improvements and new projects
- Facilitate the prompt resolution of any discipline-related matters (on and off field) pertaining to NDFC players, coaches, staff, volunteers, etc.
- Maintain the Club Charter/Club Licence Program; ensure that all licensing requirements are met to ensure NDFC's continued participation in the program

Technical Leadership

- Develop, implement, and oversee NDFC's soccer curriculum and technical vision for Intro, U5-U18 age groups, consistent with the LTPD pathway
- Establish an accessible resource centre for NDFC players and coaches (e.g. skill development and training videos, session plans, tactical overviews, learning curriculum, etc.)
- Develop, implement, and oversee NDFC's Academy program for U6-U18 age groups
- Recruit staff coaches and oversee volunteer coach selection; oversee the development, mentorship, certification, and continuing education of all staff and volunteer coaches
- Establish player evaluation/identification process and provide oversight of player selection for development teams
- Establish close relationships with partner clubs (Coastal BC SPL, DCS, Coastal FC, South Delta United) and coaches to ensure opportunities and pathways for talented players
- As required, run sessions for teams and coaches to facilitate learning objectives and player/coaching development
- Establish and grow opportunities for soccer camps (March Break, summer)

Reporting and Club Representation

- Provide a monthly summary to the Board for inclusion in regularly scheduled Board Meeting minutes, including program status, upcoming milestones, new program ideas (if any), etc.
- Provide a summary of technical programming and vision, as well as current financial and operational status of the Club at the Annual General Meeting, including annual financial report and presentation of the budget
- Represent NDFC on all technical and administrative matters to media, and at league, district, and provincial level technical and executive meetings
- Communicate NDFC's technical vision and program content, and promote the Club's long term vision and mandate during meetings
- Facilitate bi-weekly staff meetings

Qualifications and Job Requirements

- Minimum National B Soccer Coaching License or international equivalent, with National A preferred
- Technical Director Diploma or equivalent would be an asset
- Post-secondary degree/diploma in a sports-related field would be an asset
- Demonstrated passion and excellence in coaching players (male and female) of all age groups and skill levels
- Demonstrated experience and success in recruiting, training, mentoring and retaining highly qualified and energetic

staff and volunteer coaches

- Qualification as a BC Soccer Association Learning Facilitator would be an asset
- Excellent communication and leadership skills and ability to transmit diverse technical and non-technical information to different stakeholders (players of different ages, boys and girls, coaches, parents, Board of Directors, etc.) to facilitate understanding and engagement
- Ability to work and thrive within a team environment
- Ability to manage priorities and achieve goals and targets
- Passion, energy, initiative and creative thinking
- Strong proficiency in various software platforms and programs (Google Suite, MS Office) to prepare documents, budgets and presentations. Expert knowledge and proficiency in various soccer session planning apps/programs
- Valid driver's license
- Successful criminal record check

Hours of Work and Compensation

This is an independent contractor position with total hours consistent with full-time employment. Hours of work will be primarily during weekday afternoons, evenings and on weekends. The specific number of hours each week may vary depending on the Club's requirements and what is necessary to deliver upon the agreed upon programs and duties of the position.

Compensation will be based on aptitude and relevant experience. Position to start immediately.

Please send covering letter, resume and salary expectations to: president@northdeltafc.com