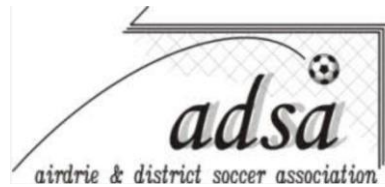


Airdrie & District Soccer Association

Job Posting



Position Title: Executive Director

Reports to: Board of Directors

Starting Date: Mid 2024, negotiable

Application Deadline: March 22nd, 2024

About Airdrie & District Soccer Association:

The Airdrie & District Soccer Association (ADSA) is the governing body of youth and adult Soccer in the City of Airdrie and smaller surrounding communities. Each year, over 1500 players, more than 200 coaches and volunteers, and over 40 referees participate in ADSA programs. We are a member of the Alberta Soccer Association and by extension, Canada Soccer. As a district we currently offer grassroots programs starting at 3 years old; Airdrie Community league from U10 to Adult; and Airdrie FC, our high-performance Club program that currently competes in the Calgary Minor Soccer Association and within the province of Alberta.

Vision “To be the LEADING sports organization within the communities we serve.”

Mission “Committed to being a community leader by providing a safe and inclusive soccer experience with opportunities for everyone to succeed in the areas of leadership, teamwork, relationship building, healthy living and personal development both on and off the field.”

Overview of the Position

The Executive Director (ED) is responsible for the successful leadership, management, and accountability for all aspects of the Association’s daily operations both internal and external including consistent achievement of its mission and organizational objectives. The ED’s major mandate is to ensure that ADSA has a long-range strategy which achieves its mission and vision, and toward which it makes consistent and timely progress on its strategic goals. As the senior staff representative of ADSA, the ED clearly understands, demonstrates, and practices the values and philosophy of the organization while building a strong, capable, and engaged team. Other key responsibilities include revenue generation through sponsorship, grants, and other philanthropy; optimal use of organizational finances, staff, and resources; long range strategic and fiscal planning; building collaborative relationships within the community, with member organizations and governing bodies of Soccer in Canada; enhancing ADSA’s profile in the community; and ensuring ADSA’s programs evolve to meet the changing needs of the community.

Key Responsibilities and Accountabilities are detailed below.

How to Apply: Please send your cover letter and resume to Keith Mills, President of ADSA at president@airdriesoccer.com by March 22nd, 2024. Only those selected for an interview will be contacted.

Key Responsibilities/Accountabilities



Leadership & Communication:

- Collaboratively promoting and updating the strategic plan, operational plan and measurable annual goals and tactics to guide the organization
- Supporting the Board in fulfilling its governance responsibilities
- Building and supporting a strong staff and Board team aligned with ADSA's strategy and values
- Representing ADSA externally to enhance the organization's strategic relationships, community profile and fiscal sustainability
- Ensuring communication with stakeholders and other interested parties to keep them informed of the work of ADSA, and to gather knowledge to inform ADSA's ongoing development of programs
- Establishing effective relations with the City of Airdrie and Soccer governing bodies
- Creating and nurturing collaborative relationships with other associations and organizations to encourage and support collaborative initiatives
- Promoting diversity, equity, and inclusion in all aspects of the organization and the community

Operational Management:

- Ensuring organizational outcomes meet community need and the expectations of the members, the Board, and governing organizations
- Ensuring Governance and Operational policies and procedures are current, meet legislative requirements, and support the effective operation of the organization
- Overseeing the planning, implementation and evaluation of the organization's programs and services to ensure that ADSA operates effectively in the community to achieve its vision and mission in ways consistent with its values
- Ensuring ADSA's physical spaces support effective and safe programs and services

Human Resources:

- Fostering and maintaining a positive, healthy, and safe work environment for staff and volunteers
- Ensuring legislative compliance and effective policies and procedures for recruitment, orientation, retention, compensation, performance support and disciplinary process
- Mentoring, developing and coaching staff and volunteers to improve performance

Financial and Risk Management:

- Supporting strong fiscal accountability by working with staff and the Board to prepare and monitor budgets that optimize the use of ADSA's finances, staff, volunteers, and resources
- Ensuring that financial management is within the accepted practices for nonprofits
- Providing the Board with reports on revenues and expenditures in a format and on a schedule agreed upon
- Leading development of sustainability plans and business cases for ADSA activities
- Identifying and evaluating risks to ADSA's people (clients, staff, volunteers), property, finances, goodwill, and reputation; including a risk reporting process for the Board
- Implementing measures to mitigate risk, including ensuring adequate insurance coverage for the organization and the Board

Education and Experience:

- Degree in a relevant discipline (e.g., Recreation, business administration, sport management, etc.)
- At least five years of experience in a senior leadership / CEO / Executive Director position
- Experience working collaboratively with a volunteer Board of Directors
- Knowledge and understanding of the sport of soccer is an asset
- Knowledge and understanding of a Not for Profit organization is an asset