

**Guelph Soccer is inviting applications for the full-time position of Executive Director. The Guelph Soccer Club is a membership-based, non-profit organization, incorporated for the purpose of governing the sport of soccer in the City of Guelph.**



### *Position Overview*

**Guelph Soccer (GS)** is seeking a qualified **Executive Director** to provide leadership in building the best soccer program possible to enable GS to “develop a stronger community one goal at a time”. Reporting to the Board of Directors, the Executive Director provides expertise and leadership to ensure the Club is recognized as a financially stable, well managed, and ethically responsible organization by players, coaches, referees, parents, suppliers and external partners.

### *Essential Job Functions*

**Produce, Update and Execute Business Plan Annually in Conjunction with the Guelph Soccer Board of Directors:** Responsible for assuring the Club has a long range strategy and makes consistent and timely progress in achieving its mission, strategic plan and financial objectives. The Executive Director is accountable for coordinating and implementing the short and long term business planning process, in addition to measuring how effectively GS is delivering on its programs and services. In addition, he/she will also be responsible for identifying new growth opportunities in response to the vision, mission and direction of the Club.

**Manage the Guelph Soccer Office, including all Staff:** Responsible for developing and implementing the staff management process, monitoring work activities, setting goals and identifying training and development needs. The Executive Director also plays an important role in recruitment activities.

**Coordinate GS’ Budget and Financial Management:** Accountable for approving all expenditures and making operational payments on behalf of the Club. The Executive Director will work with the Finance Committee to develop an annual budget and will be responsible for monitoring the budget regularly.

**Administer and Enforce Policies established by the Guelph Soccer Board of Directors:** Responsible for maintaining the policy manual and implementing the general policies of the Club in day to day decision making. This involves responding to membership queries and regular interaction with the membership.

**Facility Management:** Responsible for the day-to-day management of the air-supported, indoor turf facility, owned by Guelph Community Sports. This includes maximizing usage.

**Risk Management:** Accountable for developing, maintaining and implementing appropriate risk management strategies.

**Membership Development:** Responsible for promoting active and broad participation by volunteers and expanding the membership base of Guelph Soccer. This involves investigating opportunities to expand Guelph Soccer’s programs to increase revenue and provide other soccer services to the Guelph community.

**Public Relations and Promotions:** Responsible for the Guelph Soccer brand within our community. The Executive Director will be the leading brand advocate for the Club. This includes the development of all marketing and public relations material for GS as well as proactively managing communications with stakeholders (members, coaches, managers, etc.). The Executive Director should also build strong relationships with key government and private sector organizations to create effective partnerships, solicit sponsorships / grants / other funding, or acquire goods and services for the Club.

### ***Requirements***

- University degree, preferably in business administration, human resources, sports management or in other business related studies
- Five or more years experience in leading and managing a non-profit organization
- Preference will be given to those who have experience in the management of amateur sports associations in Canada. Soccer background is definitely an asset. In addition, prior experience in the development and construction of sports facilities is also a plus.
- Strong leadership and management skills, which should include:
  - Ability to organize and execute multiple projects, tasks, and responsibilities simultaneously
  - Understanding of what is required to recruit, manage, motivate, develop and evaluate a staff team that adds real value to the organization
  - Ability to create and maintain an effective system of financial controls within the organization and sound structures for decision-making
  - Knowledge of how a membership-based, non-profit organization operates in today's world, including experience working with a governing Board of Directors
  - Extremely strong communication skills, both written and verbal
  - Extensive computer knowledge
  - Significant focus on customer service
  - Ability to secure external funding to support programs and to make effective use of community networks to build the organization
- Applicants must be legally able to work in Canada

### ***Remuneration***

We offer a competitive salary, comprehensive benefits and professional development opportunities. Salary will be commensurate with experience and qualifications.

### ***How to Apply***

All interested applicants should electronically submit their resume, including cover letter, references and salary expectations, by **Wednesday, January 4, 2012** to: David Tack, Chair, Executive Director Selection Committee, Guelph Soccer at [selectioncommittee@guelphsoccer.ca](mailto:selectioncommittee@guelphsoccer.ca).

### ***About Guelph Soccer***

Guelph Soccer is a membership-based, non-profit organization, incorporated for the purpose of governing the sport of soccer in the City of Guelph. Guelph Soccer has been serving soccer players throughout Guelph and Wellington County since 1966. Annually, GS delivers over 6,500 soccer registrations in a variety of recreational, competitive and skill development programs. Guelph Soccer is committed “to developing a stronger community one goal at a time” and inspiring our community to reach its full potential by engaging in the lifelong involvement in soccer. Guelph Soccer is affiliated with the South West Regional Soccer Association (SWRSA) and the Ontario Soccer Association (OSA). More information can be found at: [www.guelphsoccer.ca](http://www.guelphsoccer.ca)