



CANADA SOCCER

237 rue Metcalfe Street
Ottawa, ON K2P 1R2

POSITION: General Secretary

ORGANIZATION: Canada Soccer

REPORTS TO: President and Board of Directors

LOCATION: Ottawa, Ontario, Canada

DEADLINE: Friday, January 21, 2022, 12pm ET

Canada Soccer is the official governing body for soccer in Canada. In partnership with its members, Canada Soccer promotes the growth and development of soccer in Canada, from grassroots to high performance, and on a national scale. Canada Soccer is affiliated with the Fédération Internationale de Football Association (FIFA), The Confederation of North, Central American and Caribbean Association Football (Concacaf) and the Canadian Olympic Committee.

The General Secretary is the operational leader of the organization and works closely with the President, Vice President, and the Board of Directors, in consultation with its members and key stakeholders.

This high-profile role will ensure Canada Soccer is a strong, integrated organization driven by a focused and shared vision. The General Secretary will embody the values of Canada Soccer and bring the experience required to lead and manage a large national sports organization, serve as an advocate and spokesperson with the corporate sector, all levels of government and the soccer community, and operate with open, effective communication and dialogue with the organization's members and key stakeholders. Extensive global travel is required to various locations within Canada, USA and around the world.

This role requires a university degree or college diploma in Business Management and/or Sports Administration, and/or related area, a minimum of 10 years of directly related senior management experience in the sport/business sector in addition to the following:

- An accomplished and respected hands-on leader that has successfully led a professional or national sports organization;
- Has worked effectively with an engaged board of directors in support of the direction and vision of an organization and built, implemented and operationalized a strategic plan;
- Sales and marketing savvy with the ability to recognize and capitalize on commercial opportunities, and has demonstrated success in driving incremental revenue through multiple revenue streams;
- Has developed and implemented a business strategy around hosting large scale events;
- Brings strong business and financial acumen, operates with fiscal responsibility demonstrating strong budgeting, business planning and resource management skills;
- A proven ability to attract, retain and develop highly qualified individuals into a committed and energized team;
- An exceptional relationship builder that has worked effectively with and managed a diverse group of stakeholders;



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- Has an understanding of membership based organizations. Engages through consultation and is a consensus builder;
- Knowledge and understanding of the structure and programs of FIFA, Canada Soccer, the Canadian sport system, and the general activities of National Sport Organizations;
- Strong written and oral communications, public/media relations and events expertise. Brings a charismatic presence and is an adept public speaker who will enhance the image of the organization;
- Respect and capacity for leading a bilingual national organization with strong oral and written language skills. Bilingualism is an asset along with proficiency in Spanish.

Please forward your resume in confidence to connectwithus@lighthousesearch.ca

Canada Soccer thanks all applicants but only those who will be invited for an interview will be contacted.

Canada Soccer is committed to ensuring our recruitment and selection processes and work environment are inclusive and barrier-free. We celebrate and welcome the diversity of all employees and believe that having a team of individuals with different backgrounds, views, experience and capability working together makes us stronger and better as an organization.