



**Job Title:** Executive Director

**Organization:** Newfoundland and Labrador Soccer Association (NLSA)

**Location:** St. John's, Newfoundland and Labrador

**About NLSA:**

The Newfoundland and Labrador Soccer Association (NLSA) is the governing body for soccer in the province, responsible for promoting and developing the sport at all levels. With a commitment to fostering a love for soccer and providing opportunities for players, coaches, referees, and administrators, NLSA plays a pivotal role in shaping the soccer landscape in Newfoundland and Labrador.

**Position Overview:**

NLSA is seeking a dynamic and visionary leader to serve as Executive Director. Reporting to the Board of Directors, the Executive Director will play a crucial role in advancing the mission and strategic objectives of NLSA while overseeing the day-to-day operations of the organization. This position offers an exciting opportunity to make a meaningful impact on the soccer community in Newfoundland and Labrador.

**Key Responsibilities:**

*Strategic Leadership, Operations, and Administration*

- Provide leadership and guidance to staff and volunteers to achieve organizational objectives of NL Soccer.
- Oversee day to day operations in the NL Soccer office, including the overseeing, oversight, and coordination of administrative and technical staff and NL Soccer programming.
- Manage the appointment, performance assessment, and dismissal of staff. Develop Operational Policies as directed by the Board of Directors.
- Initiate and lead the development of large projects that will accelerate the growth of soccer in the province (infrastructure projects, accessibility projects, etc.).
- Increase and provide leadership for Equity, Diversity, Inclusion, Accessibility and Anti-racism in soccer in the province.

*Financial Management and fundraising*

- Manage and keep the accounts and corporate affairs of NL Soccer, including the preparation of quarterly financial reports, and such other reports as directed by the Board of Directors.
- Develop and manage the annual budget of NL Soccer for approval by the Board of Directors.
- Provide regular updates to the Board of Directors respecting organizational performance, financial status, program outcomes, and strategic initiatives.
- Grow the revenue of the organization by securing sponsors, grants and philanthropic donors, organizing fundraising campaigns (e.g. 50/50), hosting special events (e.g.

tournaments, Hall of Fame, etc.), selling merchandise, expanding registration, and leading other initiatives.

#### Engagement and Communication

- Lead and approve communications to stakeholders outside the organization. Develop relationships with universities and other soccer programs to broaden NL Soccer players opportunities to continue their soccer careers.
- Foster a culture of innovation, collaboration, and transparency within NL Soccer.
- Build and maintain strong, collaborative, and transparent relationships and communication with Members of NL Soccer and other stakeholders.
- Collaborate with the Board of Directors and associated committees to implement decisions and policies consistent with NL Soccer's mission and vision.

#### Clubs and Referees Development

- Lead the effort to accelerate the organizational growth of member clubs (management capacity, programming creation/growth, etc.).
- Develop outreach programs to introduce soccer to underserved communities, promoting inclusivity and diversity in the sport and leading to the creation of new clubs.
- Oversee the recruitment and development of referees.

#### Board Relations and Governance

- Ensure the minutes for the meetings of the Board of Directors and its Committees, and of Meetings of the Members are compiled and kept.
- Establish Operational Committees as deemed necessary by the Board of Directors to facilitate the delivery of NL Soccer's mission and strategic plan.
- Ensure that all activities adhere to safety protocols and regulations (Safe Sport) as prescribed by the Board.
- Maintain familiarity with, comply with, and enforce all NL Soccer by-laws, procedures, and policies as may be amended from time to time.

#### **Qualifications:**

- Bachelor's degree in a relevant field; advanced degree preferred.
- Minimum of 5 years of leadership experience. Experience with sports administration, membership-based, non-profit industry associations is considered an asset.
- Proven track record of strategic planning, organizational development, and stakeholder engagement.
- Strong financial acumen, with experience managing budgets and implementing revenue-generating initiatives.
- Excellent communication and interpersonal skills, with the ability to inspire and collaborate with diverse stakeholders.
- Demonstrated ability to lead and motivate a team to achieve goals and deliver results.
- Passion for advancing provincial sport and a commitment to promoting inclusivity, diversity, and sportsmanship throughout Newfoundland and Labrador's soccer community.

#### **Salary:**

The salary for the Executive Director position at NLSA will be commensurate with qualifications and experience, and competitive within the sports administration sector.

**How to Apply:**

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and relevant experience to [resumes@nlsa.ca](mailto:resumes@nlsa.ca). Please include "Executive Director Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

NLSA is committed to diversity and inclusion and encourages applications from all qualified individuals, including those from underrepresented groups. We thank all applicants for their interest, but only those selected for an interview will be contacted.

Join us in shaping the future of soccer in Newfoundland and Labrador!

