

North Vancouver Football Club
Executive Director



NVFC Role Profile: Executive Director

North Vancouver FC (the Club) is a not-for-profit soccer club made up of over 3600 youth players and 100+ men. The Club came together in 2010 as an amalgamation of the Lions Gate, Lynn Valley and Mount Seymour soccer clubs. We are one of the largest soccer clubs in Western Canada. Our vision is to deliver the highest standards of excellence in soccer development. Our mission is to develop human potential through soccer. Our goal is to expand our footprint and always strive to be better. The board is seeking an inspirational, visionary and experienced Executive Director to help us achieve this. The position is full-time.

The Executive Director serves as the spokesperson for the organization and is responsible for the overall management, operational success and sustainability of NVFC. The successful applicant will report directly to the President and Board of Directors (BOD,) working within the constitution, bylaws, guidelines and policies of NVFC.

Key responsibilities include, but are not limited to:

- **Managing Risk & Operational Effectiveness:** responsible for overseeing club resources: financial management, staff, volunteers, members, officials & facilities. Leads the organization through continual improvement and growth, providing quality programs ensuring future viability.
- **Advisor to the Board:** provides leadership to the BOD. Establish an annual business development plan in collaboration with the BOD inclusive of a multi-year strategic growth targeted business plan/budget. Facilitates BOD meetings providing the necessary materials for the BOD to make decisions. This includes providing materials that enable decision making and provide updates to the board.
- **Club Alignment:** aligns NVFC committees, resources and membership to ensure that operational and strategic goals are delivered within budget. Provides advice on strategic direction, interpretation of rules, procedures and guidelines as set out by BC Soccer and CSA.
- **Employee Management:** develops organizational structure, oversees all aspects of talent management from attraction/hiring, development, definition of roles/responsibilities, performance management, succession planning and

recognition. Schedules and actively participates in regular team planning/ strategy sessions with follow up and execution of planned activities. Establishes regular routines with club staff to focus on key activities.

- **Community:** be present in the community, uphold club values and promotes club brand. Build/maintain an external Centre of Influence (COI) network in support of the club in the local marketplace.
- **Communication:** Ensures effective communication with all club members, community partners of the North Shore and government/non-government groups. Oversees marketing, sponsorship/fundraising and public relations.

Qualifications/skills:

Post-secondary education in a related field or a minimum 5-years of senior management experience at a related level. Previous ED experience preferred.

- Knowledge, prior involvement and love of the game essential
- Knowledge of Federal and Provincial legislation for not-for-profit societies
- Experience in creating and managing large operating expense budgets and business administration
- Experience in creating strategic plans, setting goals, action plans and delivering against strategic plans
- Not for profit and/or Board experience is an asset

Key attributes:

- Collaborative: able to collaborate with diverse work groups and teams to achieve best results
- Integrity: acts with complete integrity, living the values of NVFC
- Decisiveness: able to make timely, important decisions, set direction and implement
- Managerial competence: experience of managing an organization and/or running a business. High degree of organizational skills required
- Leadership: able to inspire others, enhance organizational performance and the vision to develop strategic goals. Acts as a role model and leads with a growth mindset. Earn engagement and inspire greatness through your personal example
- Relationship building: able to establish and maintain a variety of strong relationships with Board, employees, volunteers, vendors, sponsors etc
- Communication: able to passionately communicate at various levels; strong written, verbal and presentation skills required
- Accountability: high level of accountability to self and others

Salary and benefits

Salary will be in the range of \$145,000 - \$160,000, paid monthly. Cell phone allowance and administrative expenses are included. Vacation will be 4 weeks paid leave.

How to apply:

Send cover letter and resume to: **president@nvfc.ca** no later than **May 31, 2025**. Late applications will not be accepted. Only shortlisted candidates will be contacted and may be subject to a criminal record check. Applicants must currently be legally entitled to work in Canada in order to fulfill commitments of this position.