



Executive Director – Nelson Soccer Association



Tucked between the majestic mountains of the Kootenays and the shimmering waters of Kootenay Lake lies Nelson, BC—home to a thriving outdoor culture and the vibrant Nelson Soccer Association (NSA). With a stunning backdrop and a passionate community, Nelson is the perfect place for sport, play, community and connection.

NSA is growing quickly, with both youth and adults learning and loving the game. Through grassroots programs, competitive leagues, our brand new youth academy, development camps and community events, we are committed to building a culture of sportsmanship, teamwork, inclusivity, and health. And now—we're ready for our next chapter. It is a very exciting time to be part of NSA and shaping our future. We're seeking an exceptional Executive Director to lead us forward. If you think this is you, we want to hear from you!

Please send cover letter and resume to: chair@nelsonsoccer.ca no later than March 27, 2026. Only shortlisted candidates will be contacted. Applicants must be legally entitled to work in Canada and will be subject to a criminal record check. NSA is an equal opportunity employer and is committed to fostering an inclusive, diverse, and welcoming workplace.

About the Role

We're looking for a visionary, community-minded leader with strong organizational skills, excellent communication abilities, and a genuine passion for sport and community development. We currently have a number of permanent staff and we are looking to complement them. This role offers a chance to make a lasting impact on both the organization and the wider Nelson community.

Key Responsibilities

Governance, Operational Planning & Leadership

- Develop and execute strategic and operational plans aligned with NSA's strategic direction.
- Ensure organizational operations meet the needs of members, staff, the Board, and the community.
- Provide executive oversight of day-to-day operations with efficiency and professionalism.
- Draft and update organizational policies; implement procedures and ensure compliance with NSA bylaws, constitution and provincial nonprofit law (e.g BC Societies Act).
- Maintain secure staff records and uphold confidentiality.
- Support Board operations, including meeting agendas and documentation, board orientation, training, and succession planning.

Program Management

- Provide strategic oversight for the planning, delivery, and evaluation of all NSA programs and services.
- Ensure programs align with NSA's mission and Board priorities.
- Monitor program quality and seek continuous improvement.
- Keep all communications and the NSA website current and engaging.
- Provide executive oversight of special projects from planning through completion.

Human Resource Leadership

- Recruit, mentor, train, and retain qualified staff and volunteers.
- Supervise and evaluate assigned staff and oversee the completion of performance evaluations.
- Identify staffing needs for programs and operations.
- Oversee HR practices, policies, roles, and job postings.
- Foster a safe, positive, and healthy work environment.

Reporting & Club Representation

- Prepare monthly operational summaries for the Board.
- Deliver program, financial, and operational reports at the Annual General Meeting.
- Serve as the senior organizational representative for strategic partnerships, governance-level relationships, and community engagement.
- Liaise with partner organizations including municipal, regional, and provincial soccer bodies.

Financial Management & Fund Development

- Manage NSA's financial operations including quarterly reports.
- Lead development of annual operational and technical budgets.
- Provide financial and performance updates to the Board.
- Ensures compliance with funding agreements government grants and CRA rules
- Grow revenue via sponsors, grants, fundraising, donors, merchandise, and registration.
- Support preparation of grant applications such as the BC Gaming Grant.

Club Operations & Compliance

- Promote and market NSA programs and activities.
- Oversee registration processes for all age groups and programs.
- Review and update organizational policies annually.
- Maintain oversight of organizational records including contracts, insurance, and compliance documentation.
- Maintain NSA's Club Charter/Club License status and ensure compliance.

What You Bring

- Minimum 5 years in a senior leadership role (Executive Director, CEO, or equivalent).
- Degree in Recreation Management, Business Administration, Leadership, Non-Profit Administration, Public Relations, or a comparable blend of education and experience.
- Outstanding verbal and written communication skills across diverse stakeholder groups.
- Strong financial acumen including budget management and revenue-generating experience.
- Passion for sport, community building, and inclusive sporting environments.

Bonus Points For...

- A love of soccer
- A love of spreadsheets
- A love of community

What We Offer

- Part-time role averaging 20 hours per week with seasonal flexibility.
- Benefits package included.
- \$40,000–\$50,000/year based on part-time schedule.
- Relocation allowance may be considered for the ideal candidate.