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## EXECUTIVE DIRECTOR

- POSITION TITLE:** Executive Director
- REPORTS TO:** Board of Directors, Saskatchewan Soccer Association (SSA)
- LOCATION:** To be determined (Saskatoon or Regina)
- COMPENSATION:** Commensurate with education and experience, and the salary ranges for a non-profit sport organization
- CLOSING DATE:** August 1<sup>st</sup>, 2022
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### SUMMARY:

Soccer (Football) is played by millions in almost every country throughout the world and enjoyed by even more. It is the beautiful game!

Saskatchewan Soccer Association (SSA) is the designated Provincial Sport Governing Body (PSGB) for the sport of soccer in Saskatchewan and is a full member of the Canadian Soccer Association (Canada Soccer). As such, SSA is entrusted by the statutes of FIFA and the constitution of Canada Soccer with the mandate of fostering, developing and promoting soccer in Saskatchewan.

Saskatchewan Soccer is governed by a Board of Directors who are elected annually at the annual general meeting.

Saskatchewan Soccer is comprised of Regular and Associate Members (more commonly known as Member Organizations). Our Member Organizations are organized in many different ways- clubs, zones, community associations, league organizations, community recreation boards, town councils, tribal councils and first nations, minor sports associations, universities and colleges, and referee associations are all Member Organizations within our membership. Their members are individual players, coaches, managers, other team personnel, referees, volunteers, and administrators.

Registered members of Saskatchewan Soccer are entitled to participate in sanctioned soccer activities within the province. In addition to training and competition in local leagues and tournaments, registered players and teams are also able to host or travel outside the province and country to compete against affiliated teams from other provinces, states, or countries through exhibition matches and tournaments.

The Executive Director is responsible for the overall management, leadership and administration of the operations of the SSA, and protection and development of its assets and resources.

The SSA is a membership-based, non-profit organization, incorporated for the purpose of governing the sport of soccer in the Province of Saskatchewan.

### **RESPONSIBILITIES:**

The Executive Director is responsible for the following:

- Management, leadership and administration of the SSA staff and offices; functions include hiring and supervision of staff, determination of staff compensation, development of staff position descriptions, staff development, operational policy development and implementation, development of organizational structures, processes and procedures, and leadership in the execution of Board-approved policies and plans.

- Management and administration of SSA finances and protection and development of the Association's assets and resources, while ensuring compliance with board policies and directives, and with the funding requirements of Sask Sport and other funders and sponsors; financial management functions include oversight of all accounting functions including those necessary for auditing, budgeting, financial analysis, asset and property management, management of grants, contracts and agreements with suppliers and vendors, and administration of payroll and benefits programs.

- Leadership in maintaining and developing effective and positive relationships with the SSA's members, key stakeholders including the Canadian Soccer Association (CSA) and Sask Sport, other funders, partners and sponsors, consultants, and the soccer community in the Province of Saskatchewan; functions include marketing, communications and dialogue, public relations, image-building, funds development, and media relations.

### **CORE COMPETENCIES**

The successful candidate will be able to demonstrate the following core competencies:

**Financial Systems:** understands what is required, in terms of processes and procedures, to maintain an effective system of financial controls and to protect and develop the organization's assets and resources.

**Human Resources:** understands what is required, in leadership terms, to recruit, manage, motivate, develop and evaluate a staff team that adds real value to the organization. Has the knowledge to develop and maintain effective staff policies and procedures.

**Organizational Structures and Processes:** understands what is required, in organizational terms, to ensure effectiveness and efficiency in decision-making and in the internal and external operations. Understands the organizational requirements of operating multiple offices in different cities.

**Organizational Mandate:** understands how a membership-based nonprofit organization operates in today's world (e.g., legal mandate, stakeholder requirements, membership and female engagement). Understands the mission and goals of the SSA.

**Governance:** understands what is required of an Executive Director, in terms of organizational responsibilities and communication processes, to work effectively with a Board of Directors that has a governing function rather than an operational one, that focuses on strategy, policy development and financial oversight and not on the means of program development and delivery. Understands the dynamics of working effectively with a Board President and other Board Officers.

**Initiative:** demonstrates an ability to move forward and accomplish goals by developing plans and resolving problems, in accordance with the vision and mission of the organization. Possesses the foresight, creativity and energy that are necessary to effectively seize the moment, while maintaining the confidence and support of the Board.

**Communications:** possesses effective writing and verbal communications skills. Can address large audiences and smaller meetings, and interact effectively with persons on an individual basis. Understands the importance of constant contact with the media to profile and maximize exposure of the organization and its leadership in soccer in the community.

**Reliability:** demonstrates conscientiousness, thoroughness, accuracy and good

judgment. A commitment to the mission and the priorities of the organization is essential.

## **EDUCATION AND EXPERIENCE**

The successful candidate will have a relevant university degree (e.g., MBA, business administration, management, policy studies) and at least five years of senior management experience in the nonprofit sector. Understanding of Emotional Intelligence will be fundamental to being successful. Soccer background is an asset.

## **WORK ENVIRONMENT**

SSA maintains offices in both Saskatoon and Regina at present and therefore this position may be filled in either location. Travel to the other location will be required. The job entails working flexible hours, including sometimes on weekends.

## **OTHER REQUIREMENTS**

Successful candidate must be bondable for a minimum of \$100,000 to comply with Sask Sport funding requirements and is required to submit a criminal record check annually.

Please submit resume, including references and salary expectations, to: President, Board of Directors, Saskatchewan Soccer Association, 150 Nelson Road, Saskatoon SK S7S 1P5 or via email to [lisa.bagonluri@usask.ca](mailto:lisa.bagonluri@usask.ca)

Deadline for applications: **Monday, August 1<sup>st</sup>, 2022.**