



The Lethbridge Soccer Association is looking for a full time Executive Director position.

If you feel that you meet the criteria below and are interested in this position, please send a resume in MS Word format to Tom @ tomhop@telus.net. For more information, please call 403-715-0567

Purpose of the Role

The Executive Director reports to the Chair of the Board of the Lethbridge Soccer Association. The position has the overall responsibility of providing strategic planning, visioning and leadership to the operations of the Lethbridge Soccer Association. The position will ensure all plans, processes and policies and procedures of the Association are carried out. This position supports the Association through strategic, financial, and operational effectiveness.

Responsibilities and Duties

The Executive Director primary responsibilities are to;

1. Assist with the strategic plan of the Association.
2. Ensure business plans align with the strategic plan of the Association.
3. Support the Board of Directors in all areas.
4. Provide leadership and direction to staff and volunteers.
5. Ensure the sport of soccer is realizing optimal participation and performance.
6. Ensure fiscal responsibility and acquiring financial resources.
7. Ensure that the facility operates and functions to its peak potential.
8. Ensure that positive relationships with customers and key stakeholders are maintained.
9. Adhere to the policies and procedures of the Association.

Key Competencies

1. Think and act strategically
2. Leadership skills
3. Proactive with strong forecasting skills
4. Excellent communication skills both verbally and in correspondence
5. Ability to build a positive culture
6. Ability to negotiate within competing parties of diverse interests
7. Ability to work within the parameters of a not-for-profit organization
8. Strong Interpersonal skills

- 9. Results oriented
- 10. Energetic and self-motivated

Qualifications

- 1. College or University degree in a relevant discipline
- 2. Knowledge and/or experience in the sport of soccer
- 3. Experience in operating programs and buildings
- 4. Customer Service skills and experience
- 5. Financial management skills
- 6. Leadership and/or management skills

Please include with your resume expected salary and benefits.