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# POSITION SPECIFICATION

Executive Director

**Alberta Soccer  
Association**

January 29, 2026

# THE ORGANIZATION

The Alberta Soccer Association is the largest individual sports association in Alberta, representing nearly 100,000 members. Alberta Soccer, in collaboration with its members and partners, fosters excellence in soccer by providing opportunities for all players to reach their full potential, while growing the game and strengthening communities across the province.

## **Vision**

A welcoming soccer community, inspiring and empowering all.

## **Mission**

Lead, Govern and Evolve.

## **Values**

Courage, Integrity, Respect, Collaboration, Innovative, Inclusion.

For more information, please visit their website: [www.albertasoccer.com](http://www.albertasoccer.com)



# POSITION DESCRIPTION

## Overview

We have an amazing opportunity for an Executive Director to lead the Alberta Soccer Association (ASA) based in Edmonton, Alberta. Working closely with the Board of Directors, the Executive Director provides strategic and operational leadership to advance Alberta Soccer's mission and deliver meaningful outcomes for members, partners, and the broader soccer community. The Executive Director ensures organizational sustainability, strong governance, and effective execution of the Board's strategic priorities. This role requires a high level of engagement and visibility across the organization and its membership.

## The Ideal Candidate

The ideal candidate will be based in either Edmonton or Calgary and be open to travel as required. The Association is seeking a strong people leader who is professional, energetic, and serves as a positive brand ambassador for the organization. Experience in human resources, finance, contract management, and stakeholder engagement is essential. The Executive Director must also be comfortable working evenings and weekends as required and demonstrate strong time management skills.

## Responsibilities

- Lead the day-to-day operations in alignment with the Board's strategic direction.
- Provide leadership to ensure organizational sustainability through effective planning, budgeting, and resource stewardship.
- Support effective governance practices and maintain strong working relationships with the Board of Directors.
- Support governance discipline, including oversight of bylaws, policies, and governance documentation.
- Represent Alberta Soccer with members, partners, government, and Canada Soccer.
- Rebuild and strengthen trust with member districts and key stakeholders through consistent, transparent, and collaborative leadership.
- Provide leadership in human resources, organizational development, and the promotion of safe, inclusive, and equitable sport environments.
- Ensure compliance with all legal, financial, and policy requirements, including risk management and reporting obligations.
- Foster a healthy, respectful, and high-performing organizational culture grounded in accountability and continuous improvement.



# POSITION DESCRIPTION

## Qualifications

- Ensure compliance with all legal, financial, and policy requirements, including risk management and reporting obligations.
- Foster a healthy, respectful, and high-performing organizational culture grounded in accountability and continuous improvement.
- University degree in a relevant field or equivalent combination of education and experience.
- Minimum five (5) years of progressive leadership experience, preferably within non-profit, sport, or other member-based organizations; experience in soccer or sport administration is considered an asset.
- Demonstrated strength in financial management, governance, HR leadership, and stakeholder relations.
- Exceptional communication, relationship-building, and strategic thinking skills.
- Ability to lead with integrity, inclusivity, and sound judgment.
- Familiarity with provincial and federal legislation impacting non-profits (e.g., Societies Act, OHS, Employment Standards, Human Rights, Personal Information Protection Act - PIPA) is considered an asset.
- Proficiency with Microsoft Office and financial management systems is an asset.

## Key Competencies

- Ability to translate Board direction and priorities into clear plans, decisions, and organizational execution.
- Strong understanding of governance-management boundaries, policy discipline, accountability, and effective Board support.
- Sound judgment in managing resources, budgets, contracts, and organizational risk.
- Capacity to lead effectively through periods of transition, complexity, and heightened sensitivity while maintaining organizational stability.
- Ability to build and maintain credibility and trust with member districts, national partners, government, and external stakeholders.
- Clear, consistent, and transparent communication across diverse audiences and stakeholder groups.





# POSITION DESCRIPTION

## Key Competencies (continued)

- Strong organizational skills, follow-through, and the capacity to manage a demanding and highly visible leadership role.
- A collaborative leadership approach that fosters professionalism, accountability, teamwork, and performance across the organization.
- Professional discretion when navigating sensitive matters, including safe sport, discipline, and reputational issues.

**This is an  
unparalleled  
opportunity for a  
values-driven leader  
to strengthen  
Alberta Soccer's  
impact and help  
shape the future of  
the game across the  
province.**

# HOW TO APPLY

## Professional Regulation & Certification

To apply, please contact Richardson Executive Search:

Attention **Sandy Jacobson** at [sandy.Jacobson@richardsonsearch.ca](mailto:sandy.Jacobson@richardsonsearch.ca)

All telephone inquiries to 780.944.1327.

## Application Format

Format for written application should be presented as follows:

1. A cover letter—describing why the appointment is of interest and what you believe you can bring to the role.
2. A full CV containing the following information:
  - a. Title, full name, address, daytime and evening telephone numbers and email address
  - b. Present and previous roles
  - c. Details of education and professional training and qualifications
  - d. Any other relevant information such as offices held in professional bodies, community service etc.

## Richardson Executive Search

At Richardson, we are committed to providing exceptional talent solutions to leading organizations and executives across Canada and the United States. With over 50 years of experience and grounded in Alberta's entrepreneurial spirit and integrity through the ECL Group of Companies since 1974, we take pride in our deep understanding of client needs and our ability to connect visionary leaders with impactful opportunities.

Our reputation is built on a foundation of excellence, professionalism, and a personalized approach that ensures the best possible fit for both candidates and organizations. For more information, visit us at [www.richardsonsearch.ca](http://www.richardsonsearch.ca)