
Position Title: **Executive Director**

Terms of Employment: Fulltime

Location: Saskatoon or Regina

Reports to: Board of Directors through the President

Closing Date: March 25th, 2024

THIS POSITION HAS A STRONG INTERNAL CANDIDATE

General Role and Responsibilities

The Executive Director serves as the chief operations officer for the Saskatchewan Soccer Association (SSA). The Executive Directors primary role is to provide direction, leadership and management of the business operations and technical administration of the Association, as well as oversee the technical operations in accordance with the Association's Mission, strategic goals and priorities, and policies and plans. Operations shall be understood to include the Association's finances, programs and services, assets and resources.

The Executive Director also provides the SSA Board with assistance and support so that it can carry out its responsibilities.

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

Accountability:

- (a) The Executive Director is the only employee of the Board of directors and shall be accountable for all decisions and actions by the management and staff on the business and technical operations.
- (b) The Executive Director shall report to the Board normally on a monthly basis on progress made towards the achievement of the Association's Strategic Plan, and on relevant operational issues.
- (c) The Executive Director shall ensure that the Board has all of the information necessary to properly carry out its responsibilities, including operating within applicable laws and regulations and reporting of Association activities to stakeholders and regulators on a timely and regular basis.

Duties:

The Executive Director is responsible for the following:

- Management, leadership and administration and technical administration of SSA staff and offices; functions include hiring and supervision of staff, make recommendations to the Board for determination of staff compensation and employment; development and implementation of processes for staff orientation, training and formal evaluation; fostering a respectful work environment with open communication and cooperation; make recommendations to the Board for operational policy changes and leadership in the execution of approved policies.
- Management and administration of SSA finances and protection and development of the Association's assets and resources; 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; ensures compliance with Board policies and directives and provides monthly financial reports to the Audit & Finance Committee; ensures compliance with all government and legal requirements; ensures compliance with all funders and sponsors; provides recommendations to the Board on investments, insurance and other matters where there is risk for the Association; attends and assists with all meeting of the Board of Directors.
- Leadership in maintaining and developing effective and positive relationships with the SSA's members and key stakeholders including the Canadian Soccer Association, Sask Sport, partners & sponsors, consultants, and the soccer community in the Province of Saskatchewan; functions include marketing and communications and dialogue, public relations, funds development, and media relations.

Qualifications

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 non-profit sector.

Other Requirements

The 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.

Please submit resume, including references and salary expectations to: President, Board of Directors, Saskatchewan Soccer Association via email to lisa.bagonluri@usask.ca by March 25th, 2024.