



POSTION: Executive Director
LOCATION: Yellowknife

TERM: Full-Time
SALARY: \$78,000-90,000

ABOUT NWT SOCCER

NWT Soccer is dedicated to developing a sustainable, inclusive, and high-quality soccer and futsal system that reaches across the Northwest Territories. We work with players, coaches, officials, and administrators to support participation, growth, and excellence at all levels of sport. Through partnerships and community engagement, we aim to make soccer a positive force for change in the North.

POSITION OVERVIEW

The Executive Director is the senior leader responsible for the day-to-day operations of the organization. Working closely with the Board of Directors and community partners, the Executive Director ensures effective administration, financial oversight, and delivery of high-impact programs and events across the Northwest Territories.

KEY RESPONSIBILITIES

Governance & Member Engagement

- Support the Board and Committees by preparing materials, attending meetings, and implementing decisions.
- Organize Annual General Meeting, Special Meetings, and strategic planning sessions.
- Build and maintain strong relationships with communities, member clubs, stakeholders, and external partners.

Financial Oversight

- Develop and monitor budgets, financial reports, and long-range financial planning.
- Oversee funding applications and grant reporting.
- Lead sponsorships and fundraising efforts.

Program & Event Delivery

- Coordinate and support programs such as, but not limited to the NWT Futsal League, Territorial Championships, Summer Camps, and Clinics/Festivals.
- Oversee Team NT athlete and coach selection and preparation for major games (Arctic Winter Games, North American Indigenous Games, Canada Games).
- Support coaching and referee development in collaboration with technical staff and national partners.

Communications & Administration

- Maintain regular communications with members, partners, and the public via email, newsletters, website, and social media.
- Ensure strong operational systems and documentation (policies, SOPs, program tracking).



QUALIFICATIONS

Education & Certification

- Post-secondary education in Sport Management, Business, Recreation, or related field.
- Completion of Respect in Sport, Making Ethical Decisions, and Making Headway (Soccer).

Experience & Skills

- Minimum 3 years in a leadership role within a sport or non-profit organization.
- Strong knowledge of NWT communities and the northern sport landscape.
- Proven communication, leadership, and problem-solving skills.
- Experience working in remote and/or Indigenous communities is an asset.
- Familiarity with sponsorship development and maintaining partnerships.

Technical Tools

- High level of efficiency with Microsoft 365, basic accounting software, and digital communication tools (e.g. website CMS, social media, Canva, or Adobe).

Other Requirements

- Satisfactory Criminal Records Check (including Vulnerable Sector Check).
- Valid Standard First Aid & CPR/AED certification.
- Flexibility to work evenings and weekends as required (travel may be involved).

TO APPLY

Closing Date is **Friday July 4, 2025 4:30 PM MST.**

Please send your resume and cover letter (including references) to the Hiring Committee at **executivedirector@nwtsoccer.ca**. *Only those selected for an interview will be contacted.*