

Position: Director of Operations

Hours of Work: Hours of work need to be flexible to handle club programming; Evening and weekends will be required

Wage Range: Salary and Benefits will be discussed during the interview

How to Apply: Posting will remain open until filled. Please apply through email to president@susc.ca with a cover letter and resume. Only those offered an interview will receive a response. Three references will be requested if contacted for an interview.

Introduction:

Saskatoon United Soccer Club (SUSC) is a community-driven soccer club committed to delivering high-quality programs, developing players and coaches, and fostering a positive, inclusive environment. The Director of Operations will serve as the chief operations officer for the SUSC.

The Director of Operations is responsible for leading the overall direction, sustainability, and performance of Saskatoon United Soccer Club. This role translates the club's mission and objectives into clear strategy and effective operations, ensuring alignment across technical and administrative functions. By overseeing the Director of Operations ensures the club delivers a high-quality, consistent experience for players, coaches, and members.

Job Knowledge & Qualifications:

- Bachelor's Degree in Sport Management, Business Administration, or a related field.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook); experience with registration or club management software is an asset
- Experience managing budgets, basic financial reporting, and supporting fundraising or sponsorship efforts
- Experience working with or supporting a Board of Directors
- Strong organizational skills with the ability to manage multiple priorities and day-to-day operations
- Demonstrated ability to work both independently and collaboratively in a small team environment
- Comfortable taking initiative and handling a wide range of responsibilities, from planning to execution
- Strong interpersonal and communication skills, with the ability to engage players, parents, coaches, and community partners
- Experience working with volunteers and supporting a positive club culture
- Practical problem-solving skills and a willingness to be hands-on when needed
- Experience in sport, recreation, or nonprofit environments is preferred
- Knowledge of the local soccer landscape in Saskatoon and a passion for the game are strong assets

Responsibilities:

1. Strategy & Leadership

- Set and lead execution of club strategic direction with the Board
- Define annual operational priorities and success metrics
- Ensure alignment across technical, administrative, and volunteer functions
- Uphold and promote mission, vision, and values

2. Financial Management & Fundraising

- Develop and manage annual budget
- Oversee financial performance and reporting
- Lead sponsorship strategy and partnerships
- Lead fundraising initiatives (grants, donors, sponsorships)
- Report financial status to the Board

3. Operations Oversight

- Approve annual operations plan (programs, schedules framework, capacity)
- Set facility allocation strategy and budget parameters
- Oversee delivery of all soccer programs
- Ensure quality and consistency of player and coaching experience in partnership with the Performance Manager
- Monitor key performance indicators (registration, retention, development)

4. Technical Collaboration (with TD)

- Co-lead coaching and player development structure
- Support the staffing structure and coach recruitment plan with the Performance Manager & TD
- Support Technical Director in program delivery

5. Tournament & Major Events

- Own tournament vision, goals, and success metrics
- Approve:
 - Budget and revenue targets
 - Sponsorship strategy
 - Marketing direction
- Build external club relationships to drive participation
- Oversee final delivery (accountable for outcomes, not logistics)
- Chair the tournament & fundraising committee

6. Pre-Season Evaluations

- Set evaluation framework and policies
- Evaluation Committee with the TD, Performance Manager & Director of Player & Coach Development
- Approve final structure (timelines, facilities, process)

7. Partnerships & External Relations

- Manage relationships with:
 - Other clubs
 - Sponsors
 - Governing bodies
 - Community partners
- Identify and develop growth opportunities

8. Governance & Reporting

- Attend Board meetings
- Provide operational and financial reports
- Support Board committees and decision-making

9. Summer Programs

- Define program goals, structure, and financial targets
- Approve staffing and delivery model