



UNITED Dartmouth Football Club  
**75 MacDonald Ave (Unit 4)**  
**Dartmouth, NS, B3B 1T8**  
[udfc.ca](http://udfc.ca)  
[info@udfc.ca](mailto:info@udfc.ca)  
902-404-8332

## **EXECUTIVE DIRECTOR**

**Position:** Executive Director, United Dartmouth Football Club

**Position Type:** Full-Time

**Date Posted:** January 15, 2025

**Application Deadline:** January 31, 2025 at 11:59pm

**Salary:** To be commensurate with qualifications and experience.

## **JOB OVERVIEW**

This position is accountable for all aspects of the Club's daily operations both internal and external. They will be responsible for ensuring on-field activities and programs are effectively delivered to Club members, while also managing finance, administrative operations, field and facility operations, volunteer resources, marketing, sponsorship and community outreach programs. This includes collaborating with the Board of Directors, Technical Directors (TDs), and their staff to ensure accomplishment of the club's mission, strategy and annual goals.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### **Leadership**

- In conjunction with the TDs, establish and meet long and short-term objectives for the Club in alignment with the Board of Directors' strategic imperatives.
- Work in partnership with the Board of Directors on membership engagement within the club, and support the Board's efforts to engage the business and government community proactively.
- Coordinate activities to leverage existing and new volunteer resources to achieve club mission and goals; whether situational, temporary or longer-term.
- Facilitate and develop club committees and assist in overall committee management including: organization, monitoring activities, leadership, and ensuring effective transition year to year.
- Work collaboratively with the Executive Committee and the Board in the reporting, scheduling and agendas for regular meetings with the Executive, Board, and committees; The ED will be an ex-officio, non-voting member of the Board.
- Enhance the Board's capacity for effective communication, decision-making and long-term planning by gathering, interpreting and articulating information to the Board of Directors about community trends and resources.
- Lead, manage, mentor and direct all staff in the administration of youth through adult soccer programming.
- Implement formal personnel evaluation and promotion processes. Operate in compliance with all employment, anti-discrimination and record-keeping laws and requirements including provincial and local regulations.
- Work with and support the TDs to make sure all organizational tasks within the coaching program are completed and executed with professionalism.
- Partner with the TDs responsible for on-field soccer operations, player and coach development.
- Establish employment and administrative policies and procedures for all functions and the



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day-to-day operation of the Club.

- Establish and maintain positive and effective relationships with partner organizations, local political and community leaders and allied educational and youth sports organizations to serve program participants more effectively.
- Serve as the spokesperson for United DFC.

### **Operational Execution**

- Direct the staff in the development, preparation and management of the Club budget.
- Effectively manage Club expenditures and ensure appropriate financial controls are in place to support the Club's financial management goals.
- Ensure on-time completion of tax filing and reporting (oversight).
- Review staffing plan annually, including job descriptions and employee reviews for all staff (as well as managing any bonuses or raises).
- Ensure contracts are in place for all contract staff.
- Oversee negotiation and contracts with vendors (insurance, training gear, merchandise, uniforms, field and gym space, software, etc.). Oversees the purchasing, receiving, storage and control of all equipment and supplies.
- Oversee the management of the office including the inventory and online store.
- Ensure the correct organizational structure, systems and procedures are in place to ensure the organization's efficient and effective operations.
- Partner with the TDs and staff to develop and oversee policies and procedures for coaches, team managers, and players.
- Establish policies, procedures and guidelines for staff operations, human resources, facilities management, information technology, contract coaches, volunteers, and other non-technical aspects of Club operations.
- Ensure compliance with Soccer Nova Scotia and its leagues, Canada Soccer, and Municipal, Provincial and Federal regulations.

### **Program Planning and Execution**

- In conjunction with the TDs, oversee the planning and implementation of all United DFC soccer programming, including all grassroots programming, community programs, performance programs, and development programs.
- Ensure a constant focus on customer satisfaction and prompt issue resolution.
- Continue to grow and expand incremental programming with emphasis on our mission and values, expanding and adapting programs based on staff, members and player feedback.
- Collaborate with the TDs to outline distinct strategies for grassroots, recreational, competitive and developmental programming and ensure that strategy is communicated and executed by coaches and staff.  
Expand and grow camps, clinic offerings and daytime programming potentially with partner organizations that may have synergy benefits.
- Work with the TDs to establish potential partnerships with other clubs, local universities and national/international clubs for camp programs.
- Work with the TDs to create successful Atlantic region or national trip experiences for key youth



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age groups and adults.

- Partner with the Board of Directors and the TDs to develop and implement programs with a heavy focus on measurable and visible goals and objectives.
- Supervise and support Technical Staff in the completion of their programs/ tasks.

### **Sponsorship, Fundraising and Events**

- Cultivate and steward relationships with the municipality, province and federal representatives and local businesses and restaurants to maintain and grow the donations, grants, and sponsorships of the Club.
- Understand the opportunities for sponsorship and work to develop a target opportunity list of employers, grants, Dartmouth, Eastern Passage and Cole Harbour area companies to provide incremental funding to the Club.
- Plan and coordinate, with staff, Club sponsored and managed tournaments and events during the calendar year including Soccer Mania, Soccer by the Sea, and the Fall 5v5; seek other opportunities to expand tournament revenue.
- Conduct and oversee fundraising and donation drive efforts to support Club initiatives, including the Fun Run, UDFC Dance, Volunteer Appreciation Nights, and other fundraising opportunities.

### **Marketing, Branding and Social Media**

- Oversee all marketing, communication, and branding strategies.
- Promote the Club regularly through social media forums such as Facebook, Twitter, Instagram, video channels, targeted Press Releases for all significant events.
- Develop a program of public relations, marketing, publicity, promotion to corporate partners, news organizations and the community.
- Interact with Club members and represent the Club in local and regional stakeholder events.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree from a recognized post-secondary institution with preference to candidates with degrees in business administration, recreation management, or sport administration. Master's degrees are considered an asset.
- Preference will be given to candidates with two to five years of leadership experience, preferably in sport administration and/or non-profit management, or with demonstrated leadership, management and communications skills while managing or directing a successful youth sports club or community sport organization.
- Demonstrated soccer knowledge is desirable; preferably with experience running soccer business operations for another soccer entity (university/college, non-profit, business operations for a soccer club etc.)
- Strong leadership and management skills that include the following:
  - Extensive experience working with a Board of Directors.
  - Excellent verbal, phone and written communication skills.
  - Experience formulating and executing a fiscal year budget and multi-year financial plan.
  - Organizational development acumen that includes building cohesive teams and ensuring fiscal responsibility.
  - Experience in strategic planning and management.



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- Ability to work flexible hours, including weekend events.

## **WORKING CONDITIONS**

- Flexible office hours to offset evenings and weekends
- Common requirement to participate in meetings outside of regular working hours
- Shared responsibility for a clean, organized and respectful work environment
- Travel is required - Valid Driver's License preferred
- Full time - 12 months of the year position

**TO APPLY:** To apply for this opportunity, email your cover letter, resume, and references to Dennis Walker ([dennisw@udfc.ca](mailto:dennisw@udfc.ca)) by the application deadline: January 31st, 2025 at 11:59 p.m.