



PEI Soccer Association

Executive Director Job Description

The Soccer PEI Executive Director is a dynamic, values-driven, knowledgeable leader who works with the Board, Provincial Sport Organizations (PSOs), national and regional organizations, provincial teams, member clubs and other stakeholders.

Goals/Objectives

The Soccer PEI Executive Director is the key figure in steering the organization towards success. This role is crucial in shaping our future in line with the strategic direction set by the Board of Directors.

1. To provide leadership and guidance in the organization's day-to-day operations.
2. To enhance participation in sport, create opportunities for provincial-wide access to sport (relative to interest, demand, facilities, etc.).
3. To develop and implement the Long-Term Athlete Development plan of the sport.
4. To prepare and assist in delivering recreational and competitive sports programs.
5. To develop partnerships with government departments, schools, Canada Soccer, and other PSO counterparts.
6. To promote the sport through effective use of social media, Soccer PEI website, and traditional media channels.

Reporting to the Soccer PEI Board of Directors, the Soccer PEI Executive Director will undertake the following:

Primary Duties and Responsibilities

Leadership

- Participate with the Board of Directors in developing a strategic plan to guide the organization.
- Advise and support the organization in its responsibilities regarding athlete, coach, official, and program development.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
- Represent the organization at regional or national meetings.
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies annually and recommend changes to the Board as appropriate.
- Support the Board by ensuring the meeting agenda and supporting materials are circulated in a timely manner prior to the meeting.

Human resources planning and management

- Determine staffing (paid and unpaid) requirements for program delivery.
- Work with and oversee office staff,
- Ensure policies, role profiles and performance management metrics are met annually.

Financial planning and management

- Work with staff and the Board to prepare a comprehensive budget.
- Work with the Board to secure funding for the organization's operation.
- Participate in fundraising activities as appropriate.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Ensure the Board, through the Treasurer, provides comprehensive, regular reports on the revenues and expenditures of the organization.

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the organization's work and to identify changes in the community it serves.
- Collaborate with partners at the local, regional, provincial, and national levels to help achieve the organization's goals.

- Liaison with the Norton Diamond Indoor Soccer Complex.

Risk management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.

Qualifications

- Degree in Physical Education, Business, Kinesiology, Sport Management, or equivalent experience
- Soccer knowledge would be considered an asset
- Extensive experience in a leadership position with the ability to lead people successfully to achieve desired goals
- Excellent skills in program design, implementation, and management
- Strong leadership, organizational, and interpersonal skills
- Sound judgment and ability to handle matters of confidential and sensitive nature
- Highly developed communication skills, both oral and written, at all organizational levels
- Demonstrated experiences in policy development and continuous quality improvement activities and policies.
- Demonstrated experience and understanding of program development and evaluation methodologies.
- Experience with the non-profit sports sector and volunteer community is an asset.