

## **Executive Director: Job Description - EODSA**

The Eastern Ontario District Soccer Association (EODSA), a non-profit district soccer association, through their Board of Directors (BOD), seeks a dynamic Executive Director to better meet the service needs of the membership and the demands of the rapidly changing in the soccer landscape.

The EODSA Executive Director will be expected to build upon the existing track record, review the current operating environment, establish a high level of service for the member clubs, and lead the association as it advances its program goals in the years ahead. The Executive Director will work closely with the EODSA Board of Directors to facilitate a new strategy that addresses the changing environment of soccer in or district and the province.

### **Background**

The EODSA, working closely with the member clubs, promotes, develops, supports, governs and maintains the game of soccer, both indoor and outdoor within the geographic boundaries stipulated by the Ontario Soccer Association (OSA)

As a member of the OSA and by affiliation, the Canadian Soccer Association (C.S.A.), the Eastern Ontario District Soccer Association (EODSA) is the governing body for soccer in Eastern Ontario. The EODSA represents approximately 47,000 registered players within the following geographic areas:

- The City of Ottawa;
- County of Prescott-Russell
- County of Stormont, Dundas and Glengarry;
- County of Lanark;
- North Grenville;
- Village of Merrickville-Wolford in the County of Leeds-Grenville

Its 10-member Board of Directors directs the association in accordance with its mission and vision. The officers of the EODSA, President, Vice-President, Secretary and Treasurer oversee the formulation and implementation of the strategies, goals and governance of its operations. The Executive Director drives the implementation of the goals, strategies and governance requirements as set out by the Board and ensures that the day to day working environment is organised in a manner that provides efficiency and a high level of service for the needs of its members.

### **Areas of Authority**

The Executive Director holds a key leadership position in the EODSA. Under the authority of the Board, the Executive Director assumes complete responsibility for carrying out assigned policies and regulations. The Executive Director, in concert with the vision, objectives as set out by the BOD, has the authority to direct the implementation of the organization's programs and services, and is responsible for the management of all staff, volunteers and fiscal integrity of the operations.

## Summary of Responsibilities

The Executive Director shall:

- Report to the Board of Directors, through the President of the EODSA, on a daily basis
- Direct and manage the day-to-day operations, of the EODSA, ensure the optimisation of technology and best management practises to carry out EODSA's duties and drive the creation of an environment of high level of service and responsiveness to the member clubs;
- Implement policies and procedures as required, keep track, monitor and action items identified by the Board of Directors;
- Hire, train, delegate, supervise and evaluate staff (matters of employee discipline and new hiring/termination must receive Board approval);
- Attend all meetings of the Board, work with individual directors as required, take the associated minutes, and attend other committee meetings as required;
- Act as a consultant to the Board and its committees, especially in matters concerning the interpretation of rules, procedures, and guidelines as set out by the Canadian soccer governing bodies

## Key Responsibilities

Provide leadership to the EODSA Membership and Board in the development, management, and evaluation of programs and proper alignment of staff and financial resources to meet defined goals and objectives within the approved budget. Ensure that programs are strategic, effective, and well-coordinated internally and with member clubs and business partners.

- **Public and Non Public Relations:** Provide leadership to the Board to ensure strong representation of the organization to the: member clubs, soccer community, and other non-governmental or governmental organizations.
- **Development:** Work with staff and the Board on strategic planning, corporate development, financial growth, and expansion of membership and member services.
- **Management:** Manage volunteer and contract staff, consultants, budget, programs, outreach communications, and oversee and drive the execution of defined strategy as well as all general administrative matters including the budget and financial operations, contracts, audits, and grant compliance.

Provide a high level of service to the member clubs and take action, through the Board of Directors to implement and facilitate the smooth operation of the soccer seasons in the EODSA

- **Communications:** In concert with the BOD, oversee and provide leadership for all communications, including website content, press releases, and publications. Provide strategic input in preparing membership communications, Board and member meetings, annual reports, promotional brochures, and other marketing materials.

**Policy and Operations Management:** Administer the day-to-day operations of the EODSA; direct staff's implementation of policy; prepare policies as required for greater efficiency to be presented and approved by Board of Directors.

- **Personnel Management:** Interpret board policy decision to staff. Hire, supervise and evaluate staff. Bring all matters of employee discipline and possible new hiring/termination to the attention of the Board. Assist staff in developing the necessary skills and processes to be successful within the organization.
- **Strategic Planning and Implementation:** Conduct an assessment of the organization to identify emerging issues, organisational, financial or governance deficiencies that may impact the operations of the EODSA and carry any action required to fix as required. Set specific organizational goals and outcomes, under the direction of the Board of Directors.

## **Working Conditions**

- The Executive Director usually works in an office environment, but the mission of the EODSA may sometimes take him/her to non-standard workplaces.
- The Executive Director works a standard work week of 40 hours and will often work evening, weekends, and extra hours to accommodate activities such as Board meetings and representing the EODSA at public events as requested by the Board of Directors

## **Salary and Vacation Allotment**

The Executive Director will be compensated at a competitive salary which includes medical/health benefits, paid on a biweekly basis.

Vacation allotment is 3 weeks for the first 2 years and 4 thereafter

## **Summary**

The EODSA Executive Director will report to the Board of Director through the President.

The Executive Director must be comfortable supervising and managing volunteer committees, working with EODSA Board of Directors. They must have had experience and considerable exposure to a multitude of non-governmental and/or not for profit organisations, preferably in soccer, and have the ability of juggling multiple tasks and deadlines in a fast-paced work environment.

The Executive Director's collaborative leadership style, high energy, financial efficiency, and dynamic commitment will assist in maximizing the organization's effectiveness in achieving EODSA's strategic plan and in creating an environment of high level of service for the member clubs.

**The application deadline is July 27th, 2017 @ 4pm EST. Late applications will not be considered.**

**All Applications must be sent to [directoradmin@eodsa.ca](mailto:directoradmin@eodsa.ca).**