



Position Title: Executive Director

Location: Calgary, AB

Organization Profile:

The Calgary South West United Soccer Association (CSWU) is a non-profit soccer organization and is one of The City of Calgary's largest minor soccer clubs. CSWU is partnered with four community soccer programs in the southwest quadrant of Calgary; Shawnee, CedarRidge, Fish Creek and South Four. Together with these community programs CSWU delivers a leading youth soccer program at both the recreational and competitive levels and is committed to providing the highest quality training, coaching and playing environment while ensuring that all boys and girls of all ages and abilities have equal access to the game of soccer.

Opportunity Profile:

The Executive Director is responsible for the successful leadership and management of Calgary South West United Soccer Association as set out by the organization Board of Directors (Board).

Key Responsibilities:

- Attending Board meetings and reporting on the operations of CSWU;
- Establish short and long-term goals and objectives for CSWU consistent with the strategic direction determined by the Board;
- Creation, management and reporting to the Board of annual operating budget for the organization;
- Implement policies and procedures and system changes developed by and in consultation with the Board;
- Manage the business aspects of CSWU while lending support to the soccer operations side;
- Foster an environment of team work at all levels of CSWU;
- Promote and grow CSWU's image and reputation;
- Represent CSWU within the soccer community and develop a strong working relationship with CMSA and ASA;
- Identify, assess, inform and make recommendations to the Board on internal and external issues that affect CSWU;
- Promote a positive, safe, healthy corporate environment that is conducive to high morale and respectful interactions between all employees;
- Management and creation of overall human resource policies and procedures for CSWU staffing;
- Develop and implement an evaluation system for the annual review and assessment of CSWU staff performance;
- Direct authority for hiring, terminating, managing, and supervising the staff of CSWU; Will develop a staff of full time and part time employees, as well as volunteers, who will be incorporated into present and future operations of CSWU;

- Coach and mentor staff as appropriate to improve performance; and
- Participate in ongoing self improvement as applicable to bring better leadership to CSWU.

Qualifications and Skills:

- Post Secondary education in related field or a minimum of 5 years management experience at a related level. Non-profit experience is an asset;
- Knowledge of leadership and management principles;
- Knowledge in Federal and Provincial legislation for non-profit societies;
- Experience in creating and managing large operating expense budgets and business administration;
- Interpersonal skills to establish and maintain excellent working relationships with Board, staff, CSWU members, vendors, media and sponsors;
- Experience working with volunteers is desirable;
- Knowledge of human resources;
- Proficiency in use of Microsoft Office suite; and
- Excellent communication skills both written and verbal.

Our preferred method of application is online at president@csvusoccer.com

We thank all candidates in advance for their interest, however only those being considered will be contacted.