

Football New Brunswick Executive Director Job Description

Title: Executive Director

Compensation: Competitive salary and benefits package

Position Type: Full Time

Work Location: Fredericton, Saint John or Moncton

Reports to: Board of Directors via the President

Football New Brunswick is the Provincial Sport Governing body whose purpose is to initiate, regulate, manage and communicate programs, services and events that promote participation and excellence in amateur football across the Province of New Brunswick. This position is financially supported by the Department of Healthy and Inclusive Communities.

Position Summary

The Executive Director will be responsible for the overall day to day governance of the organization. The Executive Director will work closely with staff, volunteers, minor football member associations and other full members of Football NB. As a non-profit provincial organization this position will require someone who is dynamic with a strong set of skills in many areas.

The successful candidate will work from their home but, some travel between Fredericton, Moncton, Saint John and Miramichi will be required.

Key Responsibilities (may include but not limited to):

- Responsible for the day to day operations of Football NB
- Responsible for the interpretation and implementation of Football NB's policies relative to the day – day operation
- Maintain the day to day book keeping and financials of the organization including invoicing, paying bills and payroll
- Accountable for identifying and preparing funding applications and grants
- Develop and implement revenue generation strategies that are directed toward the strategic plan and ensure compliance with all legal and statutory requirements
- Develop and maintain budgets for initiatives within the operating plan.
- Develop annual operational plan for board approval which includes plans for Player Development (Minor Level through to High Performance), Coaching Development, Official Development, and High Performance Programs.
- Serve as the general manager for the provincial programs
- Maintenance and updating the Football NB website
- Accountable for all marketing and communication as it pertains to Football NB and its initiatives. Market our sport through social media, and communication with our members.
- Provide leadership to all members of Football NB and its staff.

- Act as primary point of contact with the various members including all Minor Football Associations, Sport NB, Football Canada, Coach NB, Media etc.
- Responsible to generate and maintain sponsorship relationships on a continuous basis for our organization
- Manage any Football NB staff including Director of Football Development, High Performance Director and Summer Students (if required).

Qualifications:

- Degree in Physical Education, Business, Kinesiology, Sport Management or equivalent experience
- Football knowledge would be considered an asset
- Experience in a leadership positions with the ability to lead people successfully to achieve desired goals
- Excellent skills in program design, implementation and management
- Strong leadership, organizational, 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 experiences and understanding of program development and evaluation methodologies.
- Demonstrated ability to develop and maintain solid internal and external relationships
- Demonstrated ability to bring people together towards a common goal.
- Experience with a non-profit sport sector and volunteer community is an asset.
- Bilingualism would be an asset but not necessary
- Ability to travel and work flexible work hours

Please send resume and cover letter to:

Lisa Harlow
 President,
 Football New Brunswick
 Email: president@footballnb.ca

www.footballnb.ca

Application Deadline: January 6, 2020

Football New Brunswick would like to thank all who apply. Only those selected to be interviewed will be contacted.