



**Job Title: Executive Director**

**Location:** Markham, Ontario

**Reports To:** Board of Directors

**Job Summary:**

The Executive Director of Markham Soccer is responsible for providing strategic leadership and operational oversight to advance the organization's mission and vision. This role involves managing day-to-day operations, fostering community engagement, and ensuring the effective implementation of programs and initiatives.

**Key Responsibilities:**

**1. Strategic Leadership:**

- Develop and execute strategic plans in alignment with the organization's mission and goals.
- Provide visionary leadership to inspire and guide staff, volunteers, and stakeholders.

**2. Operational Management:**

- Oversee the day-to-day operations of the organization, including budget management, resource allocation, and compliance with regulatory requirements.
- Ensure efficient administration and effective implementation of programs and services.

**3. Community Engagement:**

- Cultivate positive relationships with members, sponsors, partners, and the broader community.
- Represent Markham Soccer at local, provincial, and national levels to enhance visibility and influence.

**4. Financial Oversight:**

- Develop and manage annual budgets, financial plans, and fiscal policies.
- Ensure financial stability through prudent financial management and fundraising efforts.

**5. Board Collaboration:**

- Collaborate with the Board of Directors to develop strategies, policies, and governance frameworks.
- Provide regular updates and reports to the Board on organizational performance and strategic initiatives.





## 6. Staff Leadership and Development:

- Recruit, manage, and mentor staff to foster a high-performance culture.
- Promote professional development opportunities and ensure a positive work environment.

### Qualifications:

- Bachelor's degree in Business Administration, Sports Management, or a related field (Master's degree preferred).
- Proven experience (5+ years) in senior management within a nonprofit organization, preferably in sports administration.
- Strong financial acumen and experience in budget management and fundraising.
- Excellent leadership, communication, and interpersonal skills.
- Demonstrated ability to build and maintain effective partnerships and collaborations.

### Competencies:

- Strategic thinking and planning skills.
- Financial management and budgeting expertise.
- Team leadership and staff development.
- Strong communication and public speaking abilities.
- Commitment to diversity, equity, and inclusion.

### Application Process:

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to [hr@markhamsoccer.org](mailto:hr@markhamsoccer.org). Applications will be reviewed on a rolling basis until the position is filled.

