

CHIEF EXECUTIVE OFFICER (CEO)

Are you an energetic, strategic, and enthusiastic leader prepared to leave a lasting mark on amateur soccer? Are you a forward-thinking visionary, eager to shape the landscape of British Columbia's most widely participated sport? If you answered yes, the British Columbia Soccer Association wants to hear from you!

BC Soccer's vision is to provide a positive soccer experience for everyone connected with the game as a leading force in the promotion, development, and governance of soccer in British Columbia. Everything we do, and the way we do it, is guided by our core values:

- **Inclusivity:** ensuring ALL can participate and unite in soccer
- **Safety:** a firm commitment to safe and respectful soccer
- **Excellence:** leading and progressing soccer development
- **Collaboration:** delivering soccer programming that supports members and stakeholders

BC Soccer is aware of the significance of a diverse workforce in realizing our vision. We are dedicated to cultivating an inclusive culture that empowers every employee to achieve their full potential. We embrace and encourage diversity in all its forms, and our commitment extends to providing equal employment opportunities to qualified applicants without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or ability. BC Soccer enthusiastically welcomes applications from ALL individuals and is ready, where able, to accommodate requests for support during all stages of the selection process as needed.

ABOUT YOU

You have a deep passion for amateur sport and have demonstrated success working at an executive level to guide and implement organizational strategy. You thrive in ever-changing workspaces and pride yourself on staying abreast of the latest innovations in leadership and collaboration. Challenging multi-stakeholder environments are where you do your best work, and you have a proven track record for ensuring the staff team, external stakeholders and board members feel they are adding value and understand their respective roles. Variety is absolutely critical for you to be successful, and above all else, you respect and appreciate the soccer population that BCSA supports.

ABOUT THE POSITION

The CEO will serve as the primary liaison connecting the Board of Directors, the staff team of the BC Soccer Association, and all its members and stakeholders. With strategic leadership responsibilities, the CEO oversees the staff team and ensures BC Soccer remains at the forefront of promoting soccer excellence, inclusivity, and safety across British Columbia. This dynamic role involves spearheading, developing, and implementing a new strategic plan for the Association. Moreover, the CEO will ensure the senior management team remains vigilant in identifying growth opportunities, enhancing member satisfaction, staying abreast of legislative changes, and staying informed about emerging industry developments and standards.

Key Responsibilities and Accountabilities

Strategic Vision and Leadership

- Drive and develop a new and effective Strategic Plan for BC Soccer
- Manage, monitor, and implement the strategic plan, ensuring that resources, the staff team, and operational plans are aligned
- Work closely with BC Soccer's governing body, Canada Soccer, ensuring alignment and effective soccer delivery
- Lead business development and policy management in conjunction with the Board of Directors, members, and key stakeholders

Member Relations

- Establish and maintain strong, positive relations with members and key stakeholders
- Oversee the efficient delivery and ongoing enhancement of governance and programming to align with the established strategic priorities and requirements of both the membership and the broader soccer community in British Columbia

Board Relations

- Maintain good working relationships with the Board, ensuring open and effective communication
- Provide the Board with regular updates regarding the progress of the strategic objectives and operational plans, facilitating any needed reviews for Board approval
- Ensure that the appropriate resources, tools, and information are available to assist the Board members in timely, effective decision-making
- Deliver an effective Annual General Meeting with input from the Board of Directors

Financial Management

- Responsible for ensuring BC Soccer operates in a financially responsible manner that supports the needs of all its services, programs, and objectives
- Work closely with the Director, Finance & Administration to deliver results and gains in revenue generation, ensuring all financial requirements are completed in a timely fashion
- Within approved budget parameters, oversee expenditure controls, and lead the annual budgeting process, with the support of the Director of Finance & Administration and Board Treasurer
- Ensure funding contribution agreements and associated reporting protocols are completed
- Identify and ensure timely submission of any appropriate grant funding applications that will support programming

Stakeholder and media relations

- Build and maintain effective relationships with BC Soccer members, Affiliated Clubs, Associate Members, and other key stakeholders, including but not limited to Vancouver Whitecaps FC, Canadian Soccer Association, Provincial Government of British Columbia, Via Sport, Sport BC, Provincial Soccer Associations, Educational Institutions, Media, and Corporate Partners
- Represent BC Soccer in a professional capacity, ensuring that a positive public profile is always presented and messaging remains in line with the mandate to promote and govern the game
- Develop partnerships to advance soccer, increase participation and help BC Soccer and its members meet their goals



Human Resources

- Provide strong leadership and direction to the staff team, ensuring their continued growth and development
- Support a people first structure grounded in a culture of productivity and outcomes, with a dedicated focus on delivering superior member customer service
- Recruit and retain a diverse staff team to implement the successful delivery of the strategic plan that will support membership and participants' needs to deliver BC Soccer programming

Experience/Qualifications/Skills

- An established leader who can set clear priorities, delegate tasks, and deliver results in a complex multi-stakeholder environment
- Exceptional communication, relationship-building, and conflict-resolution skills at all levels within an organization
- Experience in the successful facilitation, development, and execution of multi-year strategic plans.
- A degree in a relevant field; MBA or Sports Management preferred, with 10+ years of progressively senior management experience
- Experience working within a Provincial or National sport organization (PSO, NSO) at a senior level would be an asset
- You must possess a valid Canadian Driver's License with a clean driving record

Benefits of Working with Us

- A salary range starting at CAD \$135,000 to \$155,000 commensurate with skills and experience
- Opportunity for an annual bonus payment based on achieved key deliverables
- A flexible working environment, including hybrid working opportunities
- An excellent employer-paid benefits package
- Professional development dollars and time
- Generous leave provisions (vacation, 13 stat days, five additional days off, and typically a holiday closure)
- An employee and family assistance plan for you and your dependents

*****Please note*****

- BC Soccer offices will be moving to a new Port Coquitlam office in early 2025
- Working in amateur sport, it is mandatory to complete an annual CPIC (Criminal Records) clearance

How to apply

If this sounds like you, we would love to hear from you. Please email your **cover letter and resume in a single Word or PDF file** to Shannon Okun at shannon@reimaginehr.ca, being sure to include the position title in the subject line. This posting will remain open until filled.

We kindly ask that applications be sent by email only—no fax or mail applications, please—and request that you do not phone. Due to the many applications we receive, only applicants selected for an interview will be contacted.