



Executive Director

February 7, 2012

The Toronto Soccer Association is looking for a dynamic leader to fill the role of Executive Director of the TSA. In this role, you will report into the Board of Directors and enact the decisions of The Board. As the senior manager, you will have authority and responsibility for the overall operation of the TSA, including overseeing and working with TSA staff, committees and volunteers to deliver quality programs and services to the Toronto district members.

Established in 1904, the Toronto Soccer Association, in partnership with its' members, is dedicated to providing opportunities and the infrastructure for all players in the district of Toronto to play organized soccer and to assist participants in reaching their potential through leadership, development, caring and good governance.

In addition to this, the Toronto Soccer Association is responsible for providing 4 leagues, comprised of 140 teams and 2400 players that range in age from 9 to adulthood. The district also runs a Player ID program in conjunction with the Regional and Provincial teams, as well as a Player Development Program.

The Executive Director's primary responsibility is providing the overall leadership and operational management of The TSA. This individual will formulate The TSA's proposed goals, strategies and objectives and presents them to the Board for approval. The Board approves the goals, strategies and objectives within which The TSA is managed and the Executive Director will oversee the execution of these approved strategies. The Executive Director keeps the Board informed of The TSA's progress towards its goals at regular board meetings and any and all material deviations from the goals, strategies and objectives approved by the Board. The Executive Director also ensures that all services of the district are carried out by the TSA staff to the best of their abilities.

Key Accountabilities:

Specifically, the Executive Director is responsible for exercising leadership in the following areas:

- (a) Strategic Planning
- (b) Financial Planning

(c) Operations Management

(c) Administrative and Human Resource Policy Formulation

(d) Compliance Management

Job Specifications:

- A post-secondary degree and 10 years' experience in the sport and/or business environment.
- A demonstrated track record in a leadership role with Profit and Loss responsibility within a multi-dimensional, leading-edge, service-oriented not-for-profit organization OR similar experience in the private sector, if the individual has been committed to community work through leadership efforts involving broad organizational responsibilities.
- An understanding of the dynamics of working in a volunteer-led organization; must be focused on driving goals to a conclusion while respecting the processes of the organization.
- Vision, creativity and the ability to think strategically, combining lateral thinking and other perspectives to turn "best ideas" into solutions; expertise in successfully developing and executing a strategic plan.
- The talent to influence and relate to others through strong presentation and communication skills, both oral and written; good listening skills; ability to build consensus and create win-win relationships.
- Professional management skills using a participative style to lead, mentor and motivate a cohesive and well performing team.
- Strong execution skills, a sense of urgency and concern for operational imperatives.
- Solid understanding of financial management
- Understanding of and strong interest in the use of technology to assist in communication and the achievement of business objectives.
- High comfort level with diversity and a deep appreciation of the many cultures that shape and enrich our district.

The position is located at The TSA office in Toronto, Ontario.

To submit your candidacy or obtain more information please respond to secretary@torontosoccer.net

Resume submission deadline is: **Thursday, March 1st, 2012 at 5:00 pm**

All responses will be acknowledged.