



Director of Operations– Abbotsford Soccer Association

Job Summary:

Abbotsford Soccer Association (ASA) is a not-for-profit organization seeking an experienced Director of Operations who will be responsible for overseeing the day-to-day operations of the Club, managing and developing staff to achieve the Club's goals. Reporting to the Board of Directors and working collaboratively with the Technical Director. The Director of Operations will have key responsibilities in all aspects of the Club, including business operations, corporate partnerships, marketing and promotion, and community and public relations.

Club Website: www.abbotsfordsoccer.com

Key Areas of Responsibilities

Board of Directors:

- Work with the Board to develop strategic, business, and operational plans.
- Ensures implementation of Board decisions.
- Manages all issues and operations in accordance with Board direction and policy.
- Prepare status reports for the Board of Directors and provide routine updates on club and staff performance to plan.
- Attend all meetings of the Board of Directors.

Club Management:

- Hire, coach and develop Direct Reports.
- Direct supervision and support for in Office ASA administrators.
- Prepare contracts for all hired staff for Board review.
- Create and foster a positive work environment.
- Meet regularly with the Technical Director to ensure all operational goals are being met.
- Conduct annual performance evaluations, establish annual goals and measure performance.
- Supervise, monitor and motivate staff to achieve target goals.
- Participate in the Fraser Valley Alliance on behalf of the Club.
- Establish and maintain open communications with all staff members, including full-time and game-day staff.

Club Programming and Event Support:

- Establish, maintain, and document standard operating procedures for all ASA operational processes.
- Accountable for establishing and implementing registration processes, timelines, procedures and communication for all club programs and tournaments.

THE PLAYER THE COMMUNITY THE GAME

34645 Prior Avenue, Abbotsford, B.C., V2S 6E9. Telephone (604) 859-3033
E-mail: info@abbotsfordsoccer.com Web site: www.abbotsfordsoccer.com



- Accountable for creating and publishing a yearly ASA schedule of events and ensure that all events are organized with staff, committees, and/or volunteers in place to plan and run them.

Marketing and Communications:

- Oversee and assist with all communication to ASA members and the community.
- Design and implement branding, marketing and communication efforts.
- Oversee and assist with the maintenance of the Club's website.
- Oversee and assist with the Club's social media presence.
- Utilize the database and e-mail marketing on a regular and frequent basis during the season to implement chosen marketing initiatives

Public Relations

- Build strong relationships with the leadership of our local soccer leagues and neighbouring clubs, along with business and grant organizations.
- Build positive relationships with external partners such as the City of Abbotsford.
- Act as an ambassador for and promote the best interests of ASA at all times and ensure that the core values of game and ASA's Purpose, Mission, Vision and Values are upheld.

Financial and Business Operations

- Work with the ASA Finance Committee to develop annual and deliver an annual budget and corresponding business plan detailing the goals and objectives for each program.
- Monitor club performance against budget and perform routine analysis of cash flow.
- Prepare status reports for the ASA Executive Board of Directors and provide routine updates on club and staff performance to plan.
- Manage ASA contracts and oversee business relations between the Club and its service providers/partners.
- Evaluate program costs on an annual basis and provide ASA with written suggestions or business cases for improvement.
- Develop sponsorship opportunities.

Authority and Reporting:

- Employee shall report directly to the ASA Board, and submit regular status reports
- All expenses, travel and vacation time of Employee must be pre-approved (and, if applicable, followed with a detailed expense report and receipts)

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Competencies and Skills

- Positive self-starter with strong work ethic and a passion for youth sports and community organizations.
- Excellent organizational and communication skills.
- Ability to create a positive work environment for staff.
- Ability to build positive relationships with community partners, sponsors, and City liaisons.
- Demonstrated experience with conflict resolution and public relations skills.
- Proficient technology user comfortable with using basic software and tools for website maintenance.
- Experience with budgeting and strategic planning.
- Must be able to allocate and prioritize effectively according to Club's needs and stakeholder priorities.

Qualifications:

- Bachelor's degree preferred.
- 5+ years of Professional Sports, Collegiate Sports or Sports Entertainment type industry experience.
- Recent experience in people management and organizational leadership.
- Experience managing, coaching and developing staff.
- Approved Criminal Record Check.

Hours and Location of Work: The Director of Operations is expected to also be present at the fields to engage with staff, players, and families on a regular basis. This position will require flexibility in the weekly schedule to accommodate evening and weekend events.

A competitive and commensurate salary will be based on experience.

Please forward your resume and cover letters to:

EMAIL: president@abbotsfordsoccer.com

CLOSING: Friday, September 13th @ 12 noon

Information provided by candidates to ASA for this position will be used only for candidate selection. We thank each candidate for taking the time and effort to apply; however, only candidates to be interviewed will be contacted.

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