



CAPITAL DISTRICT MINOR FOOTBALL ASSOCIATION

Hiring for: Executive Director

The CDMFA is inviting applications for the position of Executive Director. Reporting to the President and Board of Directors of the CDMFA, this is a full-time position and will be located in Edmonton, Alberta with an intended start date of April 1, 2018.

The Capital District Minor Football Association is a registered society under the Societies Act of Alberta. The members of the CDMFA are independent Minor Football Associates, who operate the league in order for their football teams to compete with each other in the City of Edmonton and surrounding communities. Each participating Association or Club (there are 22 clubs) can operate teams at each of the three age levels available under Football Alberta rules for minor football in Alberta. A fourth level (Midget) was added in the spring of 2005. Member associations represent the Cities of Edmonton, St. Albert, Spruce Grove, Fort Saskatchewan, Camrose, Lloydminster and Fort McMurray; the Towns of Stony Plain and Wetaskiwin and the Counties of Leduc and Strathcona. The CDMFA is the largest amateur football organization in Northern Alberta.

SYNOPSIS:

This position will focus primarily on the development of the game at the Minor Football Level and also through Coaching Development.

The Executive Director will work in conjunction with the Capital District Minor Football Association, Football Alberta, Edmonton Eskimos and Edmonton's three elite level teams to foster the growth of grassroots football in the Capital Region.

QUALIFICATIONS AND EXPERIENCE:

The successful candidate should possess but not be limited to the following:

- A Bachelor of Physical Education/Kinesiology specializing in sport administration or related areas
- The candidate must possess excellent professional and interpersonal skills as well strong organizational skills and the ability to work independently
- Advanced computer skills in MS Office (Microsoft Word, Excel, Outlook, PowerPoint, etc.), knowledge of webpage design and usage, and ability to use the internet's social media platforms
- Ability to manage and prioritize a number of tasks at one time

- The acceptance that this job operates in non-traditional workhours that will involve some evening and weekend work
- Preferred: football coaching experience, NCCP Football Certification and/or a willingness to attain the highest level of NCCP certification
- A member in good standing within the greater Edmonton Football community
- 3 - 5 years of experience in the sport serving in a variety of roles
- Demonstrate Leadership experience
- Knowledge of not only the game, but the issues facing the sport
- The capability to effectively deliver information in both written and verbal forms
- Be available to travel as required.

KEY RESPONSIBILITIES:

- Coordinate the NCCP Coaching Program as it applies to amateur football
- Coordinate all coaching clinics and be the main contact with all instructors and institutions, offering coaching clinics of all sizes
- Coordinate all league schedules and facilities
- Coordinate the Novice and Atom Flag Programs
- Assist in the creation and operation of an overall communication network to the membership and the public at large
- Assist in the organization of Casinos and any other fundraising opportunities for CDMFA
- Provide annual reports to the CDMFA Board of Directors and keep the Policy and Procedure Manual current for all programs
- Manage all day-to-day inquiries
- Work collectively with the board of directors, keeping them informed of all information they may require concerning the affairs of the association
- Foster the Sport and ensure Clubs are participating in activities such as “Amateur Football Days”
- Conform to all lawful orders given by the Board of Directors or the officers of the association
- Supervise the Association office and the agents or employees of the Association
- Meet on a monthly basis with the President of the CDMFA or his designate
- The Executive Director shall attend, as a non-voting advisor, all general board and executive meetings within the Association. He/She shall be an ex-officio member of all committees
- The Executive Director shall ensure that an accurate record of the proceedings of all meetings - general, board, executive and committee is kept and that the minutes of such meetings, once approved, are maintained as a permanent record;
 - The correspondence of the Association is conducted
 - The register of members maintained
 - The annual reports and statements for submission to the Annual General Meeting are prepared; and
 - Safe custody is maintained of all documents and records of the Association, except those kept by the Vice-President of Finance
- In addition, the staff member will perform the following duties in concert with the CDMFA and Football Alberta:

- Booking and co-ordination of fields and expansion of this initiative. The Executive Director will service as a liaison between the Capital District and Flag Football, preventing conflicts in scheduling and promote healthy collaboration.
- Booking of an Official for CDMFA season and playoffs
- Booking of filming for CMDFA season and playoffs
- Scheduling for CDMFA plus Football Alberta Minor Provincials as scheduled by Football Alberta
- Creation and implementation of a Professional Development plan for CDMFA coaches in communication with the CDMFA Board. Strategic and long-term planning around alignment with LTAD and CDMFA. Create a guiding committee that would work with the CDMFA and partners.

SALARY RANGE:

Starts at \$50,000 - \$60,000 per annum (depending on qualifications/experience). A comprehensive benefits package will be implemented after satisfactory performance appraisal at six months.

Qualified applicants are invited to express their interest by sending letter of application and resume via:

EMAIL: cdmfaexecdir@gmail.com

FAX: (780)439-9295

MAIL: Neil Gerritsen - President
CDMFA
#280, 9766 - 51 Ave
Edmonton, AB T6E 0A6

Applications must be received by: Feb 15/18

Please note only those candidates to be interviewed will be contacted.

Resumes sent without a formal cover letter will not be considered.