CHIEF EXECUTIVE OFFICER REQUIRED

Northern Suburbs Football Association ("NSFA") is looking to recruit a highly motivated and experienced Chief Executive Officer to lead us through the next phase of our development.

NSFA was founded in 1957 as Ku-ring-gai & District Soccer Association with 5 founding clubs running an U12 competition for seven teams. In 2012 NSFA, having changed its name to better reflect the demographics of its present membership, runs various football competitions including Futsal, 5-A-Side and Winter Competitions. These competitions have in excess of 17,000 players and 34 member clubs, ranking NSFA as one of the largest Football Associations in Australia

In 2002 NSFA acquires a licence to compete in the NSW State League. Northern Tigers enter teams into First Division, at Senior, Under 21 & Under 19 levels. In 2012 promotion was achieved by both Men’s & Women’s teams to The National Premier League NSW Men’s Division 2 and Women’s Premier League respectively. After 5 rounds of the current season Northern Tigers are on top of both leagues.

In 2013 the Association has budgeted turnover approaching $3 million. Has offices in Asquith, although alternative office space in the Pymble area is currently being sourced, where a small group of employees and contractors manage the day to day operations of the association.

Together with the change of name in 2012, NSFA’s constitution was modernised. The association is now structured with a Board of Directors primarily responsible for strategy and governance supported by the Chief Executive Officer and a number of committees covering the various functions of the association.
POSITION DESCRIPTION – CHIEF EXECUTIVE OFFICER

JOB PURPOSE: To provide the leadership and management skills necessary to achieve the vision of Northern Suburbs Football Association by contributing to and then executing our strategy to make our code the dominant force in the region.

REPORTS TO: President and NSFA Board

Primary Accountabilities & Duties

➢ Provide significant input into the NSFA strategic plan, then develop and execute appropriate supporting business plan and reporting regime (including measurement against agreed goals) to be utilised at the Board’s monthly meetings

➢ Set and manage appropriate performance goals and standards for NSFA staff to support the business plan, including developing existing staff, hiring new staff or terminating existing staff where appropriate

➢ Ensure appropriate controls, policies, reporting and monitoring mechanisms are in place across all elements of corporate governance

➢ Establish strong relationships with all key stakeholders, including developing and implementing communication strategies both internally and externally to not only ensure timely flow of relevant information, but to ensure NSFA’s image and reputation is at all times presented in a consistent and favourable light

➢ Build strong relationships with NSFA Councils to ensure optimal information flow and cooperation and alignment

➢ Provide significant input into budgeting process and then ensure efficient and effective processes are in place to ensure compliance with budget and timely, relevant financial reporting to the Board

➢ Develop and implement marketing and business plans to maintain and increase revenues from existing operations and to develop new business opportunities

➢ Develop and implement a sponsorship strategy that will enhance existing sponsorships and attract new sponsors and partners

➢ Actively seek and secure appropriate grants

➢ Ensure all legislative and regulatory requirements are met

➢ Prepare Board agendas, collate, prepare and distribute materials, attend Board meetings and take minutes
Desired Competencies

- Demonstrated experience in working in a leadership role in sporting administration
- Demonstrated commercial and financial proficiency, including business development
- Stakeholder management and relationship building, particularly in a grassroots sporting environment
- Experience in obtaining and managing sponsorships and grants
- Willingness to work weekends and non-traditional hours as required
- Demonstrated experience in negotiating and managing a diverse range of customers
- Excellent presentation and communication skills
- Knowledge and understanding of sporting club structures

Relationships

**Internal:** NSFA President, NSFA Board of Directors, NSFA Committees and NSFA Staff

**External:** Member Club representatives, Players, Ku-ring-gai & District Football Referees Association, Sponsors, Football NSW, Football Federation Australia, Hornsby, Ku-ring-gai, Lane Cove, Willoughby & North Sydney Councils, NSW Government

Applications for the above position should be sent via email to:

Howard Mann
Treasurer
Northern Suburbs Football Association
treasurer@nsfa.asn.au