

Title: Coordinator Relationship and Funds Development

Employer: Saskatchewan Soccer Association

Terms of Employment: ONE YEAR TERM (with potential for extension)

Location: Regina

Salary: \$39,000 - \$44,000 plus benefits

Reports to: Executive Director

JOB POSTING

PURPOSE OF POSITION:

The key role of this position is to be responsible for developing and implementing the funds and partnership development strategy for the Saskatchewan Soccer Association Inc.

This individual is responsible for achieving the Association's fundraising goals, engaging sponsors in ongoing services activities, procuring and managing grants and foundation support, administering internal athlete sponsorship programs, facilitating and managing non-sport related events for the Association. This role provides a combination of working with core business clients, building and maintaining current relationships, along with identifying opportunities for new business.

In addition the successful applicant will assist with overall planning and implementation of the SSA Communication, Image and Branding strategy. Working with internal staff and community members, the Coordinator of Funds Development is the principal conduit in which all event planning and fund development communications are handled.

THE ORGANIZATION:

The Saskatchewan Soccer Association Inc. is a not for profit organization responsible for the administration, promotion and advancement of the sport of soccer at all levels throughout the Province of Saskatchewan.

We represent our members and the soccer community to ensure there are appropriate competition and recreational opportunities to allow all participants in the sport to achieve their goals. As a Provincial Association, Saskatchewan Soccer strives to take the world's greatest game to new heights in our progressive and proud province, as we strive together to develop individuals and grow our communities. It is our vision to have the game of soccer has a profile and public support in Saskatchewan that it deserves as the world's most popular game.

As a leader, we are working with soccer communities across the province to build program and organizational capacity. And as a provincial sport organization, we deliver progressive programs that follow the guidelines set out in the Canadian Soccer Association's Long Term Development Model.

KEY RESPONSIBILITIES:

- Inventory Development and Valuation
- Package Development
- Prospect Development and Discoveries

- Proposal Development and Presentations
- Proposal Presentations and Cultivation
- Fulfillment, Activation, Measurement and Stewardship
- Proposal Renewals
- Grant Development - Assist Saskatchewan Soccer to ensure the development, preparation, and reporting of all documentation necessary for Sask Sport Inc. Grants and Profile Reports; Complete all necessary funding application requirements for Saskatchewan Participating Non-Profit Community Groups (PNPCG) program; Oversees the preparation of proposals for funding through Canadian Foundations, Canadian Corporations, and Government Programs; Complete all necessary funding application requirements for the University Annual Funding Program, including the preparation of follow-up reports; Complete all necessary funding application requirements for hosting grants; Work with city sport tourism agencies to ensure bid preparation and hosting capabilities for both provincial and national competitions; Hosting national competitions; assist the local organizing committee with sponsorship and serves as the provincial spokesperson to the Canadian Soccer Association and CSA Properties Ltd; Research and pursue new revenue generation opportunities to ensure Association's long-term financial viability; Partake in fund-raising activities by partner organizations that benefit SSA; Attend relevant meetings of funding agencies
- Stakeholder & Membership Relations - Assist Saskatchewan Soccer to optimize enduring and cooperative relationships with its key partners; in conjunction with the Executive Director, support strategies to ensure effective communication with Membership and related stakeholders; Manage the implementation of agreed special projects that will enhance the profile and performance of Saskatchewan Soccer.
- Strategy Development and Management – contribute to, lead and manage the development of marketing, brand, sponsorship, and licensing and communications strategy; overarching marketing and communications strategy and plan; Develop brand enhancement strategies
- Brand Guardianship & Promotion - Improve the market positioning by harnessing the power of the soccer brands; In consultation with the Canadian Soccer Association, ensure all necessary legal registrations and protection means are in place for all brands; Develop new opportunities to enhance the value of Saskatchewan Soccer brands; Ensure that Saskatchewan Soccer values are reflected in all marketing and communications messages and that key suppliers and internal clients are articulating the brands correctly

MAJOR CHALLENGES OF THE POSITION

- Identifying potential partnerships and creating relevant and attractive packages to secure their support.
- Maximizing partnerships to ensure long term relationships.
- Negotiating and consulting with a wide range of agencies from the public and private sector.
- Creating a strong image, brand and reputation that strengthens the position of Saskatchewan Soccer amongst our internal and external stakeholders.

QUALIFICATIONS:

- Relevant qualifications in a related field; for example, Marketing, Sports Administration, Business Administration, Management.
- Substantiated experience in the development and maintenance of innovative corporate partnerships to the benefit of the organization.
- Proven ability and substantiated experience in the leadership and management in the development of an organizational marketing, brand, sponsorship, and licensing and communications strategy, preferably in a sport.
- Strong organizational and administrative skills and a proven ability in determining priorities, making sound judgments, coordinating activities and meeting deadlines without supervision.
- Well developed oral and written communications skills (including presentation and report writing) and the ability to communicate to all stakeholders at any level through a variety of mediums.
- Proven ability to work in a team environment in accordance with sound management practices.
- Able to travel both inter and intra-province and work flexible hours when required.
- High level computer skills including the full suite of Microsoft Office programs.
- Valid Driver's License.

APPLICATIONS:

Individuals are requested to forward their resumes and interest by December 28th:

To: Saskatchewan Soccer Association
Executive Director, Doug Pederson
1870 Lorne Street
Regina, Saskatchewan S4P 2L7
Email: d.pederson@sasksoccer.com