

Executive Director, Soccer Operations

Winnipeg Phoenix Football Club (WPFC)

 Winnipeg, Manitoba

 Full-Time | Permanent

Deadline for applications: November 9, 2026

Lead the Future of Community Soccer in Winnipeg

Winnipeg Phoenix Football Club (WPFC) is seeking an experienced, dynamic, and visionary leader to serve as our new **Executive Director, Soccer Operations**. This senior leadership position combines technical soccer leadership, executive management, and strategic planning, providing a unique opportunity to shape the future of one of Winnipeg's established community soccer organizations.

Reporting directly to the Board of Directors, the Executive Director, Soccer Operations will oversee all aspects of Club operations, including soccer programming, administration, financial management, staff leadership, facilities, partnerships, and strategic growth.

If you are passionate about youth development, organizational excellence, and building a strong soccer community, we want to hear from you.

About Winnipeg Phoenix Football Club (WPFC)

WPFC serves players and families across Winnipeg by providing high-quality soccer programming from grassroots through competitive youth development levels. The Club is committed to player development, coaching excellence, community engagement, and creating positive experiences for athletes of all ages and abilities.

Key Responsibilities

Technical Leadership & Soccer Development

- Direct the Club's technical programming and player development pathway.
- Ensure alignment with Canada Soccer and Manitoba Soccer Association standards.
- Lead coach recruitment, development, evaluation, and mentorship.
- Support long-term player development from grassroots through competitive levels.
- Maintain high standards of coaching, programming, and technical excellence.

Executive Leadership & Operations

- Lead the day-to-day operations of the Club.
- Implement the strategic direction established by the Board of Directors.
- Ensure effective administration, communication, and organizational performance.
- Oversee policies, procedures, risk management, and operational planning.
- Foster a culture of professionalism, accountability, and continuous improvement.

Strategic & Financial Management

- Develop operational plans aligned with organizational goals.
- Manage annual budgets and financial performance.
- Identify opportunities for growth, partnerships, sponsorships, and revenue generation.
- Support long-term sustainability and organizational development.

Staff & Community Leadership

- Supervise technical, administrative, and operational staff.
- Build strong relationships with players, families, coaches, volunteers, sponsors, and community partners.
- Represent the Club with governing bodies and external stakeholders.
- Promote the Club throughout the Winnipeg soccer community.

Qualifications

Required

- Canada Soccer B / Concacaf B Diploma license or higher.
- Experience managing competitive youth soccer programs.
- Significant experience in soccer administration, sport management, technical leadership, or a related field.
- Demonstrated success by leading teams, staff, and volunteers.
- Strong knowledge of youth soccer development and player pathways.
- Experience with budgeting, financial management, and operational planning.
- Excellent communication, leadership, and organizational skills.
- Ability to work evenings and weekends as required.

Preferred

- Canada Soccer Children's Diploma
- Post-secondary education in sport management, business administration, recreation, or related discipline.

- Experience in fundraising, sponsorship development, grants, and partnership building.
- Executive or senior management experience within sport organizations.

What We're Looking For

The ideal candidate will demonstrate:

- Strategic leadership
- Technical soccer expertise
- Business and operational management skills
- Financial literacy
- Strong people leadership
- Relationship-building ability
- Effective decision-making and problem-solving
- Commitment to player and coach development

Why Join WPFC?

This is an opportunity to make a lasting impact on youth sport in Winnipeg. You will lead a respected community organization, shape the development of players and coaches, and help drive the Club's next phase of growth and success.

Apply Today

Interested candidates are invited to submit:

- A cover letter
- Resume/CV
- Three professional references

Email: hr@phoenixsoccer.ca

Website: www.phoenixsoccer.ca

WPFC welcomes applications from all qualified candidates and is committed to creating an inclusive and accessible recruitment process.