

Football New Brunswick – Director, Programs & Events

Title: Director, Programs & Events

Work Location: Remote, living in New Brunswick (travel throughout province required)

Position Type: Full time

Compensation Package: \$55,000-\$60,000 annual salary, employer RRSP match program, comprehensive health plan, 3 weeks vacation, plus 2 week Holiday closure (5 weeks total)

About Football New Brunswick

Football New Brunswick (FNB) is the provincial governing body for tackle, flag, and touch football. Our mission is to foster a safe and inclusive environment that develops athletes, coaches, and officials across the province. We are seeking a strategic and operationally minded Director of Programs & Events to lead the growth and execution of our provincial initiatives.

Position Summary

The Director of Programs & Events is a leadership position responsible for the end-to-end management of FNB's flagship programs and events. This administrative role requires no football experience. You will oversee the strategic planning, financial health, and operational delivery of high performance pathways, off season development programs, and league oversight. This role requires a blend of high level project management and hands on delivery to ensure every FNB program and event is organized and executed to the highest standard.

Key Responsibilities:

High Performance Programs

Strategic Leadership: Oversee the planning and administration of all High Performance Programs.

Operational Logistics: Manage scheduling for camps, practices, and provincial team travel.

Financial Management: Develop, monitor, and report on program budgets and lead fundraising initiatives to support athlete pathways.

Procurement & Registration: Manage the ordering of apparel and equipment; oversee the provincial registration database and manage communications to team managers to ensure athletes and parents are informed in a timely manner.

League Oversight & Member Support

Fall Season Oversight: Manage the scheduling and administrative framework for Interlock play, ensuring compliance with provincial standards and rules.

Risk Management: Act as the primary authority for Certificate of Insurance (COI) requests, ensuring all sanctioned member activities are properly protected.

Member Advocacy: Serve as a key liaison for member associations, providing resources and support to strengthen local clubs.

Events Lead

Football Competitions: Serve as the lead for all FNB sanctioned events, including Tackle and Flag Provincial Championships, Maritime Challenge and the Showcase Series.

Awards Banquet: Direct the planning and execution of the annual Awards Banquet, managing everything from venue logistics and ticketing to communication and recognizing our deserving volunteers and athletes.

Other Events: Serve as the lead for all hosting of National or Regional based events.

Other Duties Required of the Position:

- Could be asked to participate in committees formed by FNB as they relate to the role and responsibilities.
- Attend all FNB related meetings, including the annual general meeting, planning meetings, board of director meetings (as required), staff meetings and Football Canada committee meetings (as required).
- Responsible for the interpretation and implementation of Football NB's policies as they relate to the Director of Programs and Events.

Qualifications & Core Competencies

Education & Experience

Academic Foundation: University degree in Business Administration or a related field (or an equivalent combination of education and professional experience).

Industry Knowledge: Event and logistic administration knowledge is key. Knowledge of the Canadian Sport System (CS4L, Long-Term Athlete Development) and experience working within the non-profit or volunteer-led sport sector is an asset but not required.

Program Design: Demonstrated experience in the full lifecycle of program development, including design, implementation, and rigorous evaluation methodologies.

Leadership & Strategic Management

Operational Excellence: Proven ability to lead complex projects, manage multi-stream budgets, and oversee diverse teams of volunteers.

Collaborative Vision: A natural collaborator with the ability to unite stakeholders toward a common goal and maintain high-value internal and external relationships.

Integrity & Discretion: Sound judgment with a proven track record of handling sensitive, confidential information with the utmost professionalism.

Technical & Communication Skills

Bilingualism: Exceptional verbal and written communication skills in both English and French are considered a significant asset.

Digital Proficiency: Adaptability to digital platforms (e.g., TeamLinkt), scheduling software, and high level Excel proficiency for financial tracking and data analysis.

Self-Direction: A motivated self-starter capable of managing a high-output portfolio with minimal supervision.

Adaptability & Commitment

Dynamic Work Environment: Ability to thrive in a varied role that requires evening and weekend commitments during peak football seasons and major events.

Please send resume and cover letter to:

Josh Harris
Executive Director,
Football New Brunswick
Email: josh.harris@footballnb.ca
www.footballnb.ca

Application Deadline: June 5, 2026

Football New Brunswick would like to thank all who apply. Only those selected to be interviewed will be contacted.