
EXECUTIVE DIRECTOR

THE OPPORTUNITY

If you are passionate about leading a fast-paced, provincial sport organization, we have an excellent opportunity for you! Skate Canada: Alberta-NWT/Nunavut is looking for an experienced Executive Director to lead their team. Reporting to the Chair of the Board, you will manage a staff of seven and work closely with the Board of Directors and Sub-Committees. The ideal candidate will be someone within the skating community, has previous experience executing a strategic plan, knows how to motivate and hold staff accountable, is comfortable bringing in sponsorship and writing grants, is an excellent communicator and face of the organization and is well versed with all aspects of human resources and financial management.

The Executive Director (ED) is the key leadership position for the Skate Canada: Alberta-NWT/Nunavut Section Office. Under the direction and guidelines set by the Board of Directors, the ED is responsible for the implementation of Board Policies and is accountable for all organizational performance including; development and oversight of operational committees; building and expanding positive relationships with volunteers, officials, partner organizations, sponsors, Skate Canada and other Section contacts.

The Board delegates to the ED the responsibilities of managing the day-to-day operations of the Section, including managing services, employees and finances. The ED role includes providing support to the Board of Directors and leadership to staff and the skating community. Superior management and communication skills and a focus on member services are required.

ABOUT THE COMPANY

Skate Canada, the national governing body responsible for the development and administration of skating in Canada, is the oldest and largest figure skating association in the world. With over 5,000 registered coaches, skating programs for athletes of all ages are offered at 1,200 skating clubs and schools across the country. Skate Canada is an association dedicated to providing every Canadian the opportunity to learn life skills while experiencing the power, strength, and creativity of one of Canada's premier sports.

A not-for-profit organization, Skate Canada is recognized by the Government of Canada and the Canadian Olympic Committee (COC) as the governing body for the sport of figure skating in Canada. However, they go far beyond figure skating. As the largest learn-to-skate teaching organization in Canada, they are dedicated to creating a nation of skaters both recreationally and competitively.

Skate Canada: Alberta-NWT/Nunavut (Section) is a not-for-profit skating governing body that is affiliated with Skate Canada. The Section aligns with Skate Canada's Vision and Mission and is proud of the following values:

Healthy Lifestyle - skating instills a love of physical activity that contributes to the health and happiness of all who participate.

Life Skills - goal-setting, discipline, perseverance, and lessons about competing with integrity, winning fairly and losing gracefully are skills that are valuable aspects of life.

Building Community - pursuing learning and reaching goals in the company of others creates a sense of community and a willingness to give back to one's larger community.

Creativity/Innovation - the collaborating process between coach and athlete, instructor and skater, ice and movement is integral to innovative physical and aesthetic self-expression.

Excellence - is being the best skater, competitor, coach, official, administrator or leader you can be.

To learn more, visit their website at: <http://www.skateabnwtun.com>

RESPONSIBILITIES

Core Responsibilities:

Implement Board Policy & Decisions (25%)

- Support the Board of Directors in order that policy decisions are made on an informed basis.
- Provide input into the strategic direction, goals and outcomes set by the Board.
- With the Board of Directors, update and monitor the Strategic Plan.
- Ensure that the goals and action items developed in the Strategic Plan are completed.
- Report to the Board on the progress toward accomplishing the strategic direction and outcomes.
- Develop proposals to the Board for critical directional decisions and resource allocation.
- Ensure plans proposed to the Board are representative of member views and expectations.
- Oversee Board meeting preparation, minutes and follow-up and support the Board regarding meeting procedures.
- Gather, interpret and articulate information to the Board regarding community trends and resources as they relate to enhancing the Board's capacity for effective communication, decision-making and long-term planning.
- Inform the Board regarding issues affecting the development and delivery of programs and services.
- Support the development and implementation of orientation for in-coming Board Members.
- Provide guidance and advice to the Board on process including establishing and interpreting terms of reference, decision-making and accountability.

Monitor & Oversee Financial Management of the Section (25%)

- Develop the annual budget and monitor spending, supported by the Chair of the Finance and Risk Management Committee.
- Ensure that the Section's operations and budgets align with the strategic priorities and goals.
- Supervise the accounting and bookkeeping functions.
- Approve expenditures as per the Spending Authorization Guidelines.
- Identify, prioritize and advise the Board in accessing fundraising options.
- Maintain relationships with funding sources.
- Prepare grant applications and sponsorship proposals.
- Oversee the organization of the casino fundraising activity.
- Staff resource for the Finance and Risk Management Committee.

Human Resources Management (20%)

- Supervise all staff/contractors of the organization.
- Provide leadership and develop strong working relationships with all staff.
- Ensure appropriate staffing consistent with member needs, the Strategic Plan and budget.
- Schedule and conduct staff meetings and planning sessions.
- Update or revise documents that relate to the staff such as the Employee Handbook.
- Develop job descriptions for new staff positions and revise existing as required.
- Conduct regular procedural reviews to ensure work is appropriately distributed.
- Recruit, select, orient and train staff; provide coaching and guidance.
- Communicate performance expectations, provide timely feedback and conduct formal performance appraisals.
- Take timely and appropriate corrective/disciplinary action with staff members as required.
- Monitor the administration of staff pay and benefits.
- Conduct a review every four years of the salary grid in coordination with the Governance Committee.
- Determine salary changes for staff members based on performance and external market data.
- Create a motivating and effective team environment among staff, Board members and volunteers.
- Support the Section Office team at Section-sponsored events.

Develop, Plan & Deliver Programs (20%)

- Determine operational committees necessary to complete the work of the Section.
- Update operational committee terms of reference and role descriptions with staff leads and operational committee leads.
- Appoint operational committee leads.
- Monitor and assist committees in completing their work, as required.

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- With the support and input of the Board, ensure service needs are identified and performance standards are set and delivered.
 - Monitor programs to ensure consistency with criteria established by funding sources, member needs, and the mission and goals of the Section.
 - Advise the Board regarding the development and delivery of programs and services.
 - Review initiatives generated at the Skate Canada National Service Centre, evaluate the impact of these initiatives on the Section and effectively implement these programs at the Section level.
 - Prepare and provide to the Board, summary reports of programs and services, including recommendations for future improvement and change.
 - Regularly obtain feedback regarding program delivery and report to the Board.
 - Identify and advise the Board on strengths, risks/ threats and opportunities.

Establish, Maintain & Advance Member / Community Relations (7%)

- Initiate and develop strong working relationships with: National Service Centre, Government agencies, fundraising sources, skating community at large, external business partners, other sport organizations and the general public.
- Promote the sport to both the skating community and the general population.
- Support and provide input into communication activities.
- In conjunction with the Section Chair, handle matters relating to the media.
- Ensure marketing and branding strategies are developed and implemented.
- Undertake activities within the community that enhance the visibility of the organization.
- Represent the Section at events.

Maintain, Acquire & Dispose of Assets (3%)

- Ensure that facilities, furniture and equipment are maintained and appropriate to the needs of the organization.
- Ensure the use of technology facilitates the delivery of services.
- Provide recommendations to the Board for proposed acquisitions or expenditures that exceed the approved budget.

QUALIFICATIONS

- Post-secondary education in business administration, sport management or a related field.
- Significant work experience in a not-for-profit environment and experience with volunteer boards and committees.
- Previous experience as an Executive Director.
- Experience with budgeting, banking and financial management.
- Knowledge of strategic planning and ability to lead strategic planning processes.
- Proven leadership ability within a team setting.
- Excellent communication, organizational skills and attention to detail.

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- Display the following behaviours - problem solving, commitment to excellence, collaboration, accountability, innovation, vision and adaptability.
 - A strong background in sports administration, marketing and promotion techniques would be an asset.
 - Be knowledgeable of figure skating and Skate Canada programs would be advantageous but not required.
 - Understanding of grant applications available to sports organizations would be an asset.
 - Outside funding sourcing experience.
 - Ability to travel and work evenings and weekends as required. Flexible and adaptable.
 - Experience with MS Office including word processing, database, spreadsheet and presentation software.
 - Familiarity with technologies used to improve communication to various stakeholders such as but not limited to social media, websites, Skype for Business, live streaming.

FOR MORE INFORMATION PLEASE CONTACT

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