

## **EXECUTIVE DIRECTOR**

### **THE OPPORTUNITY**

We have an exciting opportunity for a transformational and strategic Executive Director to lead Skate AB|NT|NU, overseeing strategy, operations and growth initiatives. Working closely with the Board of Directors, the Executive Director will ensure effective development and execution of the Strategic Plan, aligned to the mission, vision and values of the organization. The Executive Director will foster organizational excellence and will nurture a positive workplace culture while maintaining the highest standards and modernization of programs, services and events. The Executive Director will serve as a catalyst for transformation and innovation across the organization, embracing emerging practices in sport leadership. The Executive Director will manage stakeholder relations, build trust and promote excellence among member clubs, skating schools and the skating community.

### **THE ORGANIZATION**

Skate Alberta/Northwest Territories/Nunavut (Skate AB|NT|NU) is dedicated to supporting and promoting excellence in the delivery of safe, inclusive, quality skating programs, events and developmental opportunities for all levels of skating.

#### **Vision**

Inspiring everyone to experience the joy of skating and pursuit of personal achievement

#### **Mission**

Skate AB | NT | NU will support and promote excellence in the delivery of safe, inclusive, quality skating programs, events and developmental opportunities for all levels of skating.

#### **Values**

Collaboration. Excellence. Inclusion. Integrity

For more information, please visit their website: [www.skateabnwtun.ca](http://www.skateabnwtun.ca)

### **RESPONSIBILITIES**

#### **Strategic Leadership and Organizational Growth**

- Lead the development of Skate AB | NT | NU Strategic Plan that aligns with the vision, mission and values of the organization, the strategic priorities of the Board of Directors and Skate Canada's quadrennial plan.
- Oversee the implementation and operationalization of the Strategic Plan.
- Monitor organizational performance through Strategic Plan Dashboard.
- Inspire, engage, and guide the staff and volunteers towards achieving the mission and goals with Skate AB | NT | NU Strategic Plan.
- Proactively monitor external trends that influence sport and figure skating to ensure the organization can appropriately respond and adapt to change.
- Champion a culture of excellence grounded in continuous learning, innovation, and accountability across all areas of the organization.
- Leverage collaborative approaches to unite a diverse group of stakeholders in achieving the Section's vision and strategic priorities.

#### **Board Relations and Governance**

- Working closely with the Board of Directors and the Chair to ensure compliance, financial oversight and governance excellence.
- Provide the Board with timely and relevant information, financial reporting, risk management and mitigation strategies, updates on implementation of the Sections' strategic plan and cases for support for new initiatives to equip the board to make sound and informed decisions and fulfill their fiduciary responsibilities.
- Ensure the Board Chair, Board Committees and Working Groups are effectively supported in development of agendas, education learning opportunities and ongoing board and governance work.
- Provide timely updates to the Board on any deviations, pending action and potential risk to Skate AB|NT|NU.

#### **Operations and Fiscal Management**

- Develop and manage Skate AB|NT|NU's annual budget, quarterly reporting and annual audit process.
- Oversee execution of Board-approved budgets to ensure fiscal responsibility, staff accountability and alignment with the Strategic Plan.
- Identify revenue diversification opportunities including fundraising opportunities and maximizing existing revenue sources including grants, sponsorship and partnerships.
- Ensure internal controls, policies and procedures are adequate and comply with relevant legislation, regulatory requirements and the organization's bylaws and policies.

- Monitor investments and market conditions and the relevance or need for change to the investment policy.
- Monitor risk and prepare a risk mitigation matrix for the Board on a quarterly basis.
- Support Safe Sport compliance by ensuring policies, protocols and procedures are in place and align to creating a safe, respectful and welcoming skating community.
- Adapt to trends, disruptors, and policies that shape the future of skating.

### **Program Development and Advocacy**

- Lead the development, implementation and monitoring of high-quality innovative programs that meet the members' needs and promote growth.
- Continuously monitor, evaluate and measure outcomes and excellence of programs identifying areas for improvement and innovation.
- Lead advocacy efforts by representing Skate AB|NT|NU at municipal and provincial/territorial governments and agencies to enhance accessibility and support for skating.

### **Relationship with Members, Community and External Parties**

- Act as the principal spokesperson for Skate AB|NT|NU, when deemed appropriate, representing the organization at public events, conferences and in the media.
- Ensure the Section's interests are represented to Skate Canada, which include working groups and standing committees.
- Cultivate, maintain and grow strong relationships with member clubs, skating schools, officials, coaches, and volunteers.
- Develop and nurture relationships with provincial and municipal agencies and other partner organizations.
- Build trust and alignment through regular, timely and transparent communication with partners, funders and stakeholders.

### **Talent Development and Management**

- Build and nurture a high-performance, inclusive workplace culture grounded in trust, collaboration, and continuous development.
- Empower the team and hold them accountable by providing clear priorities, goals and metrics that align to the Strategic Plan deliverables and are measured through an annual performance management process.
- Provide the team with mentorship, coaching, proper training and skills development to be successful.

- Ensure leaders are accountable for talent development and succession planning that supports long-term organizational capacity.
- Embed organizational values in people systems, policies, and day-to-day operations.

## **QUALIFICATIONS**

- Bachelor's degree in Business, Sports Management, Non-profit Management or related field.
- Leadership experience in a non-profit association; working with a Board of Directors is preferred.
- Management experience in provincial or national sport organizations is preferred.

## **KEY COMPETENCIES**

- Knowledgeable and practical experience of skating is preferred and/or deep knowledge of other amateur sports in Canada will be considered.
- Strong communication skills, both verbal and written.
- Strong emotional intelligence and critical thinking skills.
- Comfortable with government relations and stakeholder management.
- Experience with strategic planning, change management, succession planning, organizational design and performance management.
- Flexibility is required for occasional work during evenings and weekends to attend events, participate in Committee meetings, and fulfill organizational requirements.
- Ability to travel as required.

## **FOR MORE INFORMATION, PLEASE CONTACT**

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