



Job Description: Executive Director

Job Purpose

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director is responsible for creating the annual operational plans and an annual budget for the organization, ensuring that all initiatives and programming align with the Strategic Plan.

Reporting to: Board of Directors through the President

Primary Duties & Responsibilities:

The specific responsibilities of the Executive Director are, but not limited to, the following:

1. Implement board policy and decisions:

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization;
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization;
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities;
- Foster effective team work between the Board and the Executive Director and between the Executive Director and staff;
- Act as a spokesperson for the organization to inspire, promote and engage with current and future players, parents, coaches, volunteers, media and other stakeholder groups;
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate;
- Represent the organization at community activities to enhance the organization's profile;
- Oversee development and implementation of orientation for in-coming Board Members.
- Key point of contact for Appeals, Complaints and Discipline proceedings and panels
- Designated Privacy Officer by the Board of Directors

2. Operational planning and management:

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization and meet expectations of board, staff, funders and other stakeholders;
- Ensure appropriate staffing consistent with community and member needs and within the constraints of the organization's physical and financial resources;
- Oversee the efficient and effective day-to-day operation of the organization;
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate;

- Ensure that personnel, coach, donor and volunteer files are securely stored, and privacy/confidentiality is maintained;
- Member of Standing Committees as required/requested;
- Oversee Program Committees as required/requested;
- Member of Working Groups as required/requested;
- Provide support to the Board as required.

3. Program planning and management:

- Oversee the planning, implementation and evaluation of the organization's programs and services;
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board;
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality;
- Manage and organize all grant writing and reporting to stakeholders for the organization;
- Oversee the planning, implementation, execution and evaluation of special projects.

4. Human resources planning and management:

- Determine staffing requirements for organizational management and program delivery;
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff;
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations;
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission;
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided;
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review;
- Coach and mentor staff as appropriate to improve performance;
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

5. Financial planning and management:

- Work with staff and the Board to prepare a comprehensive budget;
- Ensure development of annual budget, within the context of the operating plans, and present to Board for evaluation and modification as required;
- Research funding sources, oversee the development of fund-raising plans and write funding proposals to increase the funds of the organization;
- Participate in fundraising activities as appropriate;
- Approve expenditures within the authority delegated by the Board;
- Ensure that sound bookkeeping and accounting procedures are followed;

- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization;
- Provide the Board with regular reports on the revenues and expenditure of the organization;
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

6. Community relations/advocacy:

- Communicate with stakeholders such as national, provincial, local associations, leagues coaches, players, parents and volunteers to keep them informed of the work of the organization and to identify changes in the community served by the organization;
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

7. Risk management:

- Identify and evaluate the risks to the organization's people (stakeholders, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks;
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage;
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

Qualifications, Knowledge, skills and abilities:

- Must have a strong working knowledge of sports administration and recreation management principles and practices
- Must have a degree in Sport Management/Administration, recreation and/or the equivalent working experience in a related field
- Must have experience in managing volunteers, athletes, sports or education related organizations
- Must have experience in initiating, planning, implementing and evaluating programs and services
- Must have knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
- Must have knowledge of federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
- Must have knowledge of human resources, financial, project, operational and strategic management
- Must have strategic and operational planning experience
- Must be proficient with technology, including but not limited to the Office Suite, productivity software tools and social media applications.

Position: Full-Time, Permanent

Salary Range: \$45,000 - \$55,000 annual salary (based on qualifications)

Preferred Start Date – October 1st thru October 21st