



Executive Director - Squash BC
Near Full Time position – FTE .8 (4 days/wk)

Post Date: April 21, 2021
Application Deadline: May 31, 2021 by midnight

Position Start Date: Will depend on the availability of the successful candidate.
Salary: Based on experience

About Squash BC

Squash BC is a non-profit organization providing leadership and direction for the growth and development of the sport of squash in BC. Committed to collaboration and community, Squash BC channels the intensity and passion for the sport into opportunities for squash players of today and tomorrow. Through driving awareness and advocacy inside and outside the squash court, Squash BC's goals are to provide leadership in promoting the sport, provide access to funding and enabling lasting connections for its members across the province. Squash BC's 5 year strategic plan focuses on growing participation by generating new revenues to support new and existing programs and supporting our members squash facilities where squash is played.

Position Summary

Squash BC is looking for a dynamic, energetic leader with 4+ years of experience, preferably in the sport and/or recreational management field or other complimentary field, who is passionate about growing participation by working collaboratively with our squash community at the local, provincial and national levels.

The Executive Director is responsible for the overall management and leadership of the day-to-day activities of the organization and its staff, and oversees the growth and development of squash in BC and Squash BC in line with the organization's strategic objectives.

The successful candidate will lead and manage the small staff and contractor team while balancing the current responsibilities of a provincial sport governing organization and delivering services and programs to the squash community and our stakeholders. Having knowledge of squash and existing relationships with the community will be asset but not a requirement.

Position is based in Vancouver, BC in a small office with a small focused team. Squash BC offers some flexibility in its work environment.

Squash BC is open to considering an Executive Director who wants to work more or less than 4 days a week as well as someone who works remotely for some of that time.

Accountable to the Board of Directors with specific reporting to the Squash BC President.

Primary Responsibilities:

- Strategic leadership in keeping with Squash BC's vision and mission.
- Manage SQBC staff and contractors and mentor as needed.
- Enhance new and existing programs that are designed to promote and grow squash.
- Engage the membership through effective engagement and enhanced communications and outreach and build a strong membership base.
- Generate revenue through a variety of sources and fulfil/steward those funds.
- Manage budgets and financial planning.
- Support the Board and its Committees to govern the organization and to achieve the objectives of Squash BC.
- Work with the Board to implement and re-evaluate SQBC's strategic plan; develop and implement the annual operational plan.
- Ensure the operations of Squash BC remain sustainable and financially feasible and enable SQBC to achieve its mission.

Key success factors:

- Strong understanding of the sport of squash e.g. the culture and has strong connections in the squash community.
- An astute, credible and professional builder/leader able to establish clear priorities, delegate and lead by example.
- Experience in revenue generation, financial oversight and governance.
- Proven success as a team leader and experience effectively managing staff and/or contractors.
- Experience working volunteer Boards and committees.
- Ability to tap into expertise in the sport and non-profit world to support Squash BC's objectives.
- Confident communicator and spokesperson able to work effectively with a wide variety of internal and external stakeholders.
- Excellent oral and written communication skills.
- Experience in the successful development and execution of strategic plans and annual operational/implementation plans.
- Strong working knowledge of Microsoft office products; strong administrative skills.
- Excellent organizational skills with the ability to multi-task and meet tight deadlines with no impact on performance.
- Proven self-starter with demonstrated ability to recruit and engage individuals, facilitate collaboration, build consensus and deliver projects.
- A passion to grow our sport and be part of the sport management system.
- Preferred degree/diploma in sport and/or recreational management, business administration, marketing/communication and/or equivalency of experience.

This position requires the successful candidate to work a flexible schedule (some evenings and weekends) and will require some minor travel.

Qualified applicants are to send their letter of interest along with a resume outlining why they are suited for this position, possible start date and compensation expectations in confidence to squashbc.careers@gmail.com. Applications will be received up until May 31st, 2021.

We thank all applicants in advance for their interest in Squash BC, however only those selected for an interview will be contacted.