

Position Available: Executive Director of BC Wheelchair Sports Association

About Us:

For over 50 years, BC Wheelchair Sports Association advocates for and delivers quality wheelchair sport programs, services and events that build community, support holistic development and provide the opportunity to strive for excellence. BCWSA administers wheelchair rugby, wheelchair athletics (track and field), and wheelchair tennis. The organization offers sport wheelchair loans and programs for beginners, juniors, recreational and high-performance athletes. Also, BCWSA supports the many coaches, support staff, and volunteers who are vital to the organization. Introductory programs include 'Have A Go' days and 'Bridging the Gap' at school and rehabilitation venues to encourage new participants to get involved in wheelchair sports in various communities across the province, including Indigenous and BIPOC communities.

Opportunity:

BC Wheelchair Sports Association is looking for an Executive Director for the organization.

The Role of the Executive Director:

Together with the Board of Directors, the Executive Director is responsible for values-based leadership, setting a strong organizational culture and the strategic direction of the organization. The ED oversees ongoing administration and operations, including financial management and fund development, human resources, governance, planning, program development and implementation, risk management, stakeholder relations and communications. The ED reports to the Board of Directors.

About the Candidate:

We are seeking a dedicated individual with well established leadership skills and experience with sport systems. The individual may come from a diverse background and a successful candidate is encouraged to leverage their personal and professional connections to work with our President, Board of Directors and the Program Leadership Team to help in meeting the needs and growth of the organization.

We are particularly interested in recruiting a candidate who wants to enhance how we help people with disabilities participate in equitable, inclusive, lifelong wheelchair sport opportunities in British Columbia, from first experience with skills to podium opportunities.

Key Responsibilities:

Policy, Planning and Operations:

- Uphold and implement policies, assisting Board Committees in the development and updating of BCWSA policies and procedures
- Development and delivery of the Strategic and annual Operating Plans
- Ongoing monitoring and review of the objectives in the Strategic and Operational Plans

- Stays well informed of trends and developments in the sport sector, as well as political and economic factors that impact the strategic direction of the organization and adjust organizational plans as appropriate
- Lead the implementation of robust and secure processes for seamless operations and internal communications
- In conjunction with Board President, lead the administration of the Board of Directors meetings and agendas
- Lead the development and delivery of the annual general meeting

Financial Management, Fund Development and Risk Management:

- Ensures sound financial management of the organization, including sufficient financial reserves for sustainability
- Ensures timely and accurate reporting to funders including viaSport, provincial and federal governments, the Gaming Branch, and Granting Agencies
- Prepare operations and project estimates, schedules and reports as well as operating and management systems for existing and any new initiatives.
- Experience in fundraising, and in marketing
- Responsible for all aspects of Risk Management for the organization, including financial, legal, reputational, data, health and safety and otherwise
- Ensure that risk management planning is implemented at the program level, including the wheelchair loan program, Anti-Doping education, Sport Science and Medicine

Program Management:

- Ensure the appropriate systems are in place to support program delivery
- Support the high performance, development and administrative programs of BCWSA
- Engage in awareness and advocacy to further the vision and mission of the organization and increase opportunities for athletes with a disability in sport
- Review and analyze program performance and provide results to President and Board of Directors
- Create and implement HR recruitment and retention strategies
- Develop and support a professional development strategy for BCWSA staff and volunteers with ongoing supervision
- Together with BCWSA Staff, and sport partners, oversee the process of bidding for and hosting events at the local, provincial, national and international level

Stakeholder Relationships:

- Ensure open communication and productive relationships and collaboration with relevant National, Provincial and Local Sport Organizations providing leadership in areas of expertise
- Together with staff, maintain a strong relationship with viaSport, Sport BC, Canadian Sport Institute Pacific, Pacific Sport Regional Centers, ISPARC, CPC, WRC and other relevant organizations

- Build and maintain strong relationships with municipal and provincial government representatives as part of an overall Government Relations strategy

Communication and Interpersonal Skills:

- Possess excellent inter-personal negotiation and communication skills
- Provide leadership and mentorship to BCWSA staff, ensuring they are empowered and resourced to achieve annual work plans; meet set deadlines, and deliver regular performance reviews that support both individuals' ambitions and the organization's needs.
- Demonstrate an excellent understanding of IT with the ability to produce reports and documents and work in Microsoft Word, Excel and Outlook
- Self-motivated with the ability to use initiative in problem solving
- High degree of creativity and innovation with well thought out ideas
- Provide a non-judgemental "sounding board" to staff and volunteers on program direction and performance
- Ensure that Diversity, Equity and Inclusion is valued and informs how staff are recruited, hired and supported in their work
- Conduct bi-annual performance reviews of BCWSA staff and volunteers
- Contribute to succession planning

Working Conditions:

- Hybrid work environment but the candidate must be able to commute to the BCWSA office in Vancouver (780 SW Marine Drive) on a weekly basis and to events around the Lower Mainland.

Compensation:

A competitive compensation package will be provided including an attractive base salary, bonus, and benefits. Further details will be discussed in a personal interview with the successful candidate.

Deadline for Application: October 16th, 2023

To Apply:

If you are interested in exploring this exciting opportunity, please provide a detailed cover letter and a copy of your resume to the attention of Laurel Crosby, President of the Board of Directors at laurelacrosby@gmail.com and Ross Robinson, Board Director of Human Resources at rhrobinson@telus.net

BC Wheelchair Sports Association welcomes and encourages applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Note: Only individuals chosen for an interview will be contacted.