



POSITION TITLE:

Executive Director

PacificSport Okanagan Regional Sport Centre

PacificSport Okanagan is currently seeking a high energy, self starter for a key leadership role: **Executive Director**.

ORGANIZATION

PacificSport Okanagan is a regional sport centre that educates, inspires and engages communities in the sport pathway, from playground to podium. The not-for-profit Society is connected to a network of PacificSport centres (Okanagan, Interior, Columbia Basin, Vancouver Island, and Fraser Valley), as well as partner agencies (such as Whistler Sport Legacies, PISE, and Engage Sport North) and three national high performance sport campuses (Canadian Sport Institute) across the province. The regional sport centre is an accredited multisport organization with viaSport BC, an important sport development and funding partner. All of these aforementioned sport organizations make up the Regional Sport Alliance in BC .

The Okanagan Regional Sport Centre has developed a variety of programs and services to support Okanagan-based sport initiatives at all stages of the Canadian Sport for Life continuum. PacificSport works collaboratively with the municipal, education, health and sport sectors to provide sport development opportunities and programs for the local sport community. Together, we strive to provide purposeful program delivery that “empowers our communities to play, participate and perform at their best, through sport”.

JOB SUMMARY

As the senior leader for PacificSport Okanagan, the Executive Director will champion the mission, vision and values of the organization with a goal of increasing sport participation and performance opportunities throughout the Okanagan Valley. The Executive Director will report through the chair to the Board of Directors and work closely with a variety of public, not-for-profit and private sector partners to achieve the organization’s strategic objectives. Key responsibilities and duties include:

Operational Leadership:

- Develop, implement and report to the board an operational plan which incorporates goals and objectives, that activate the strategic plan of the organization
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Support all day-to-day operations of the organization and monitor the delivery of all programs and services to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Governance:

- Nurture an open and strong working relationship with the Board of Directors
- Assist in the development of the overall strategic plan for the organization
- Provide ongoing progress reports to the strategic planning initiatives
- Work with the Board to develop and implement policies and procedures that support the development of the organization
- Prepare and organize all Board meeting activities

Financial & Risk Management Planning:

- Prepare and manage an annual budget
- Ensure accounting practices and internal controls are followed
- Participate in the preparation and execution of the annual audit (financial review)
- Provide the Treasurer and Board with comprehensive financial reports
- Develop and oversee a risk management plan for the organization

Partnership Development:

- Represent the organization in the community and maintain a strong relationship with our existing key partners (viaSport BC, key municipalities and regional districts, school districts, multi-sport agencies, local sport organizations, etc.)
- Develop strategic partnerships and network and build strong new partnerships

Revenue Generation:

- Research and develop a plan for revenue generation
- Write and steward revenue-generating proposals for the organization
- Develop strategic partnerships with funding agencies

Human Resources:

- Oversee the day to day operations of all program staff positions (full time, part time and contract)
- Oversee the implementation of the human resources policies, procedures and practices including the development and updating of job descriptions for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- 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

DEMONSTRATED SKILLS AND KNOWLEDGE

- Understanding of non-profit governance and experience working with a volunteer Board of Directors
- Ability to think strategically and build consensus around a vision
- Ability to foster a team atmosphere among staff and volunteers
- Educational background in a related discipline (business administration, human kinetics, organizational development, among others)
- Recognized leader in community engagement
- Ability to work autonomously, take initiative, set priorities, organize work, and make independent decisions
- Knowledge of the Canadian Sport for Life model
- Knowledge of current sport system challenges and trends pertaining to holistic sport development, safety, inclusion, and applicable risk management and development systems
- Knowledge of regional, provincial and national sport organizations and their connections with the local sport community.
- Knowledge and proficiency in computer applications related to work.
- Ability to interact effectively with the general public, volunteers, sport groups and organizations.
- Ability to prepare and present plans, reports and submissions, both written and verbal

COMPENSATION, LOCATION, WORKPLACE

The salary range for this position is commensurate with experience and includes a full benefits package. The candidate must be situated in the Okanagan Valley (head office in Kelowna, BC), and able to lead through a hybrid work experience of in person (in office) and home office and virtual meetings and consultation.

Closing Date: August 23, 2024

Please send your cover letter and resume to okanagan@pacificsport.com citing the position title in the subject line. No telephone calls please. We thank all applicants for their interest; however please note that only those selected for an interview will be contacted.