



BC RUGBY POSITION DESCRIPTION

Title:	Manager Business Operations
Employer:	British Columbia Rugby Union
Type of Position:	Full-time Employee
Reports to:	Chief Executive Officer
Location:	Vancouver Office
Salary Range:	\$64,000 - \$79,000

PURPOSE OF THE POSITION

The Manager, Business Operations is a member of the senior leadership team and reports directly to the CEO. This position closely supports the CEO in managing the organization's finances and business operations. This position has day-to-day responsibilities for managing financial operations, budgeting, financial reporting, banking and audit support.

This position is challenged with a broad portfolio as BC Rugby aims to diversify its revenue sources and efficiently manage its resources to support program growth identified in the BC Rugby Strategic Plan. It will support the CEO in the organization's efforts to raise capital through sponsorships, partnerships, grants and donors to ensure the financial sustainability of BC Rugby.

The preferred candidate has excellent organizational skills, strong financial literacy and experience working in a self-directed office. Skills and experience in fundraising and revenue generation are desirable and will support the successful achievement of this position's objectives.

WHAT WE ARE LOOKING FOR:

- **Having an eye for detail** – You have a keen eye for detail, are highly organized and take accountability seriously. You are comfortable managing tasks for the CEO and board committees with precision and reliability.





- **Results Driven** – You excel at prioritizing and managing multiple tasks and deliverables efficiently. You know when to seek assistance to ensure the best outcomes.
- **Collaborative** – You thrive in a team environment and enjoy working with a dedicated group. You will play a crucial role in ensuring BC Rugby responsibly manages its resources and operations.

KEY RESPONSIBILITIES

- Supports CEO with financial reporting, budget development and annual audit preparation.
- Supports the CEO and third-party bookkeeper in credit card and banking reconciliation, collection and tracking of accounts receivable and payable, and processes submitted pre-approved expenses from staff, Board members and contracted personnel.
- Leads process of establishing and monitoring internal financial controls
- Reviews and updates financial and administrative policies to ensure organizational excellence.
- Leads process to ensure invoicing and billing is completed accurately and timely and collection of accounts is prompt.
- Leads process to ensure that BC Rugby accounts payable are completed accurately and timely.
- Coordinates with CEO and Board of Directors to create and report on metrics and data that monitors performance on the Strategic Plan and strengthens decision making throughout the organization.
- Manages the relationship with contracted bookkeeping services, ensuring key services are completed accurately and timely
- Prepares materials and reports related to business operations for Board of Directors and committees
- Supports the CEO in developing revenue generation strategies and executing fundraising initiatives
- Researches and applies for relevant grants and funding programs and completes all reporting required
- Manages donor funding and reporting through the BC Sport Trust Fund
- Supports the CEO in creating campaigns and events to engage and steward donors and increase





philanthropic revenue

- Supports the CEO in creating campaigns and initiatives that attract corporate sponsorship
- Supports the CEO in managing relationships with corporate sponsors and ensure any requirements of servicing sponsorships are completed
- Creates and maintains a database of key prospects and donors
- As a member of a small, dedicated team, be willing to support in any other events, tasks or duties that support BC Rugby's Strategic Plan.

SKILLS & EXPERIENCE

- Bachelor's degree in business administration, commerce, finance or accounting or related discipline. Completion of senior level courses in an accounting program is a distinct advantage.
- Demonstrated experience in managing accounting operations including general ledger, budget oversight and financial reporting. This includes but is not limited to cash management, banking & account reconciliations, Accounts Receivable and Accounts Payable. Thorough knowledge of accounting, budgeting principles and practices and financial planning
- Strong knowledge of Microsoft Office including MS Excel, Word and Powerpoint
- Demonstrated experience working with Organizational database, and administrative tasks
- Demonstrated experience with Bookkeeping with Quickbooks (or equivalent) and working with a third-party service provider
- Excellent interpersonal, communication, and presentation skills
- Attention to detail and ability to prioritize tasks and meet deadlines
- Strong IT skills and adaptability to innovative systems and platforms
- Demonstrated experience in generating revenue through sponsorship, partnerships and philanthropic donations is an asset.





- Experience with financial audit process and establishment and monitoring of internal controls
- Flexibility in work hours, including periodic evenings and weekends for events and volunteer availability
- Complete a Criminal Records Check
- Rugby experience considered an asset

APPLICATIONS

To apply for this position, please submit an application including an updated resume and cover letter to ceo@bcrugby.com.

No phone calls please. Only those selected for interview will be contacted.