

# **British Columbia Rugby Union**

## **Chief Executive Officer**

### **THE ORGANIZATION: BC RUGBY**

British Columbia Rugby Union, commonly known as BC Rugby, is the recognized governing body for rugby union in the Province. BC Rugby is a Not-For-Profit organization and one of 60 Provincial Sport Organizations (PSOs) to receive funding from the Provincial Government. BC Rugby comprises over 7,000 members and 66 registered community rugby clubs across BC.

### **BC Rugby's History:**

BC has a rich rugby history and is widely acknowledged for its diverse rugby community. The British Columbia Rugby Union was officially formed in 1889 in New Westminster and, across three centuries, has overseen remarkable growth in the men's, women's, and youth game. Clubs based in British Columbia began touring parts of Western America as early as 1893. Rugby's seven-a-side format was first played in Vancouver in 1956 and continues to be a popular format throughout the Province and worldwide today.

Recent years have been an important time for Rugby in BC and saw huge growth across women's rugby, mini rugby for boys and girls, and age-group championships throughout the Province.

BC Rugby has a longstanding and dynamic partnership with Rugby Canada, consistently developing world-class talent. Over the years, the province has proudly seen many of its men and women representing Canada on the international and Olympic stages. This legacy of excellence was highlighted with the Women's Rugby Sevens team securing a silver medal at the 2024 Paris Olympics, and the Women's Rugby Fifteens team, currently second in the World Rugby rankings.

### **BC Rugby's Purpose:**

To grow, develop and manage the sport of rugby union throughout the province of BC, and to undertake any other roles, responsibilities, or actions that best serve the sport of rugby union in British Columbia.

### **BC Rugby's Core Values:**

BC Rugby is committed to leading by example, treating all individuals with respect and consideration, and providing an organization, community and environment that is welcoming, safe and supportive for all individuals to enjoy Rugby. BC Rugby's four Core Values are:

#### **Safety:**

Safety is the top priority. BC Rugby aims to instill and uphold a culture of safety, injury prevention and fairness on and off the field.

#### **Integrity:**

Integrity is a core value of BC Rugby and is upheld through honesty, diligence and fair play. Individuals should demonstrate and promote good sportsmanship and spirit, follow the Laws of the Game, promote Rugby as a clean sport and comply with all laws.

#### **Respect:**

Respect is the heart of Rugby. Everyone should treat others fairly and respectfully and should not behave in any way that constitutes harassment of any form.

#### **Inclusion for All:**

Rugby has the power to build communities through camaraderie, teamwork and loyalty which transcend cultural, geographical, political and religious differences. Rugby is a sport for all.

To learn more, please visit BC Rugby's [website](#).

## **THE OPPORTUNITY: CHIEF EXECUTIVE OFFICER**

The Chief Executive Officer (“CEO”) is responsible for developing, implementing, and monitoring the strategic plan, leading the organization's operations, and upholding the vision, purpose, and core values of BC Rugby. As “the face” of BC Rugby within the community, the CEO develops strong relationships with a range of key stakeholders that include provincial and federal governments, numerous community rugby clubs, funding agencies, provincial and national associations, partners, and sponsors.

Like the sport in general, BC Rugby has been on a growth trajectory; with a [strategic plan](#) that focuses on five success pillars. This is an outstanding opportunity for a focused leader to apply strong leadership communication and governance skills, business acumen, nimbleness, proactivity, and a desire to take the organization to the next level. With an engaged, strategic Board and cohesive team, the CEO will lead in delivering the sport of rugby on the field, grow the organization by diversifying and expanding revenue streams, create focus and accountability across operations, and continue to engage members, all in the name of enabling the sport of rugby to continue to thrive across BC.

### **Key Responsibilities**

#### **Strategy, Policy and Operations:**

- Develop, implement, and monitor the strategic plan, design and deliver the annual operating plans that achieve outcomes of the strategic objectives,
- Develop and administer BC Rugby's policy suite,
- Lead and support staff, volunteers and stakeholders to deliver the annual operating plan.

#### **Financial & Risk Management:**

- Lead and oversee the operations of BC Rugby to ensure finances and resources are managed effectively; this includes monitoring budget to actual financial performance, adequacy of cash flow, and the assessment of delivery of strategic objectives,
- Report to the Board Finance Committee, provide timely financial reports and projections, identify short-and long-term risks to the financial wellbeing and sustainability of the organization,
- Manage and maintain the Risk Register; support Board and staff to complete risk assessments for events, programs, and activities,
- Develop a diverse and sustainable revenue profile which includes having strong relationships with partners and sponsors.

#### **Stakeholder Relations:**

- Lead engagement with external agencies, federal and provincial governments on funded programs, events, and projects, including submission of grant funding applications and compliance with external reporting requirements,
- In partnership with the Board President, represent, advocate, and promote BC Rugby in its dealings with Rugby Canada and other Provincial Unions,
- Ensure timely, accurate communications are provided to members and the public, and that the initiatives of BC Rugby are appropriately marketed to its communities,
- Work collaboratively with stakeholders to build and maintain strong and healthy relationships.

#### **Board & Staff Relationships:**

- Provide accurate and complete information to the Board, providing advice on the development of Board policy and the strategic plan, providing insight into the organization's risks and opportunities, and providing regular operational and financial reports that demonstrate impact against Strategic Goals,
- Provide leadership and mentorship to BC Rugby staff, ensuring they are empowered and resourced to achieve annual work plans; provide guidance in determining priorities for all individual deliverables and ensure staff deliverables support the strategic objectives,
- Demonstrate and promote the values of Rugby and the key principles of the BC Rugby Code of Conduct through sound decisions, prompt actions, and professional behaviour,
- Act as the conduit between Board / committees and Staff for initiatives, priorities and operating results.

## **THE PERSON:**

The ideal CEO candidate should be a values-driven leader, skilled in developing and executing operational plans that align with and drive the strategic plan. A strong communicator, they create an empowering and inclusive team-based culture. The CEO should balance strong operational skills and business acumen with the ability to genuinely connect with BC Rugby's array of stakeholders. The ideal candidate is a natural relationship builder who understands the CEO's role in a member-driven organization. With sound knowledge of policy and governance, and experience working for a not-for-profit organization, the CEO will work closely with the Board to set, drive, and measure performance.

## **Skills & Experience:**

- Bachelor degree in commerce, sports management, or equivalent disciplines is preferred,
- 10+ years leadership experience in a non-profit organization; experience with a member-based organization, or in the sports and entertainment sectors is preferred,
- Experience playing, coaching or administration of Rugby is an asset; strong connection to the game and ability to bring people and programs together to deliver positive outcomes on the field is a must,
- Ability to coordinate and develop pathways to high performance programs,
- Demonstrated experience managing operations within budget—strong business and financial acumen,
- Ability to prioritize competing tasks and delegate appropriately,
- Experience in development and delivery of longer-term strategic plans and an annual operating plan that is designed to achieve defined outcomes,
- Well-developed board governance, communication and relationship skills, and understanding and alignment with Equity, Diversity and Inclusion principles.
- Strong fundraising experience, including grant writing, interacting with funders, and proactively raising funds through sponsors, community partners, and stakeholders would be an asset,
- Experience with hiring, managing and inspiring an office team.

## **Competencies and Personal Characteristics:**

**Leadership** – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

**Accountable** – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

**Strategic** – Develops a detailed plan with KPIs in support of the strategic objectives. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals and needs.

**Integrity and Honesty** – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

**Influential and Collaborative** – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.

**Creativity and Innovation** – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/processes.

**Effective Working Relationships** – Treats colleagues, volunteers, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

**Communication** – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

**People Development** – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving colleagues.

**Partner Group / Member Focused** – Anticipates and attends to the needs of internal and external partners of the organization; keeps member and rugby interests in the forefront.

**COMPENSATION:**

A competitive compensation package will be provided including an attractive base salary, up to \$160,000, and excellent benefits. Further details will be discussed in a personal interview.

To apply, please visit our [website](#).

**FOR MORE INFORMATION, PLEASE CONTACT:**

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