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## PacificSport Fraser Valley Executive Director – Job Posting

**Position:** Executive Director

**Employment Term:** Permanent, Full-Time (4 days/week)

**Start Date:** September 15, 2024 (flexible)

**Application Deadline:** July 18, 2024 (applications will be reviewed on a rolling basis)

**Salary Range:** \$65,000–\$75,000 annually, based on relevant experience; includes benefits and four weeks of vacation

**Location:** Based in Langley, BC, with flexible hybrid work arrangements available

**Reports To:** President, Board of Directors

This is a hybrid position that requires the Executive Director to work both remotely and in-person as needed. Occasional work outside traditional office hours is expected, including attending events, board meetings, and community engagements. Strong and consistent communication with staff and the Board of Directors is essential given the flexible and remote nature of this role. Please submit a resume, cover letter, and any other relevant materials to: [srudnisky@pacificsport.com](mailto:srudnisky@pacificsport.com)

### Job Overview

The Executive Director is a passionate and strategic leader responsible for overseeing the daily operations of PacificSport Fraser Valley and advancing the organization's mission in alignment with the strategic direction set by the Board of Directors. This role plays a vital part in championing community sport and increasing participation and performance opportunities across the Fraser Valley. The Executive Director will lead a dedicated team, strengthen relationships with key stakeholders, and drive inclusive program delivery while actively pursuing new funding opportunities, partnerships, and sustainable revenue streams to support long-term organizational growth and impact.

### Accountabilities

- Supports staff in developing and implementing programs for the organization. Supports staff in their professional development through guidance and provides opportunities for staff's professional growth.
- Handles all administrative duties for the organization, including but not limited to hiring, payroll, background checks, budget controls
- Continuously reviews and verifies relevant regulations to ensure organizational compliance.
- Collaborate with different regional and provincial sports alliances and partnerships to develop and pursue consistent strategy across the network





- Responsible for securing organizational funding, including applying for government funding, gaming and other financial grants. Develops and ensures compliance with the organization's budget
- Works in conjunction with the Board of Directors to review policy developments and implementation; as well as ensure good organizational governance

### **Job Requirements**

- A bachelor's degree in Sports Management or related field or a combination of education and experience in the Sport Sector
- Experience with strategic program development, design, and implementation
- A strong understanding of financial planning and monitoring (Sage Accounting)
- Experience in revenue generation (e.g. through programs, fundraising initiatives, corporate sponsorship)
- Experience developing and supporting partnerships and/or multi-stakeholder initiatives
- Experience writing professional reports and presentations and delivering them to a diverse audience of community partners, government liaisons, board of directors, etc.
- Experience in governance and supporting relationships with a Board of Directors is an asset.
- Successful completion of security screening requirements, which may include criminal record checks, and/or Criminal Records Review Act (CRRRA) checks, as required.
- Must be willing to travel across the Fraser Valley

### **Knowledge, Skills, Abilities, and Other Characteristics**

#### **Knowledge**

- Sport Development & Canadian Sport System – Understanding of Long-Term Participant Development (LTPD), multi-sport pathways, and the structure of sport in B.C. and Canada.
- Non-Profit Governance & Leadership – Knowledge of board governance, strategic planning, and nonprofit operations.
- Public Relations, Marketing, and Communications – Experience with media engagement, storytelling, brand building, and managing a communications strategy (including social media and newsletters).
- Business Administration & Financial Management – Familiarity with budgeting, financial reporting, grant writing, and revenue generation in a nonprofit context.
- Community Engagement & Equity in Sport – Awareness of equity, diversity, inclusion, and accessibility (EDIA) practices, Truth and Reconciliation in sport, and community-centered programming.
- Fund Development & Grant Management – Knowledge of provincial and federal grant systems, donor engagement, sponsorship development, and impact reporting.
- Human Resources & Organizational Development – Understanding of staff development, employment standards, and volunteer management.





- Partnership Building & Stakeholder Relations – Familiarity with working alongside municipalities, sport organizations, schools, Indigenous communities, and other non-profits.
- Technology and Administrative Tools – Proficiency with common tools such as Microsoft Office, Canva, database software.

### **Abilities**

- Work effectively under pressure and adapt quickly to changing priorities, situations, and emerging community needs
- Lead, motivate, and support a diverse team of staff, volunteers, and stakeholders across multiple programs
- Develop, manage, and monitor budgets, ensuring financial accountability and strategic resource allocation
- Analyze and interpret data and performance metrics (e.g., participation trends, funding outcomes, and stakeholder engagement) to inform decision-making
- Build strong partnerships and engage effectively with funders, community leaders, sport organizations, and government partners
- Communicate clearly and persuasively, both orally and in writing, with a wide range of audiences
- Solve problems creatively and implement solutions with a proactive and strategic mindset
- Manage multiple priorities in a dynamic, fast-paced environment while maintaining attention to detail
- Uphold and model inclusive, community-centered leadership

### **Competencies**

#### **Social Competencies**

- 1. Cultural Agility** - Capability to work with people of various cultural backgrounds and culturally diverse situations.
  - Adapts delivery and programming to be culturally mindful and respectful
  - Open to new experiences and cultures; channels uncertainty into curiosity and appreciation
  - It takes one's own lived experience to relate to and understand and identifies the uniqueness of an individual's lived experience.
  - Capability to work effectively in multi-cultural situations
- 2. Empathy** - Understanding other people's emotional makeup and placing a high value on the feelings of others.
  - Identify and understand the impact one's feelings have on thoughts, decisions, behavior and performance at work.
  - Willingness to help others with personal issues and approach problems from a different perspective
  - Demonstrates open communication and more effective feedback





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- 3. Relationship Building** -Identifying, building and maintaining formal and informal relationships and networks that add value and support role and organizational objectives and interests.
- Actively pursues new collaborative relationships to expand their network and support the organization
  - Develops meaningful relationships with external partners and sponsors to broaden the financial portfolio

### **Behavioral Competencies**

- 1. Communication** - Ensures key and critical information are shared in a timely fashion. It is developing and delivering information in multi- modes that meet the needs of different audiences.
- Practices active listening when engaging in conversation with others
  - Seeks to understand before reacting
  - Responds to others promptly
  - Remembers previously shared information
  - Maintains a positive attitude under stressful situations to draw out the clearest thinking
- 2. Conflict Management** - Navigate a conflict effectively within an organization with conflict management skills
- Facilitate open communication between people involved in a conflict with active listening
  - Prevent conflict in an organization by creating a positive and supportive working environment
- 3. Creative problem solving** - taking an adaptive and resourceful approach to resolving issues that arise for the organization.
- Critically assess the problem at hand and its applicable resources
  - Reframes and reassesses issues from a variety of perspectives to determine the course of action
  - Utilizes innovative methods and technologies
  - Share their success and failures with others to promote better creative problem solving
- 4. Multitasker** - ability to effectively work on one task while managing and keeping track of several others simultaneously
- Handles several projects at once while achieving multiple goals within a timely manner
  - Assessing and understanding various issues that may arise





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- Prioritizes tasks and addresses the most critical and pressing demands first
  - Demonstrates punctuality and allocates time

**5. Team player** - the ability to work with others toward a shared goal, participate actively, share responsibility and rewards, and contribute to the capability of the team

- Empathize and create an atmosphere of respect, helpfulness, and cooperation
- Encouraging the efforts and contributions of others
- Demonstrates practical active listening skills
- Ensures that the team goals are achieved through fair and reasonable sharing of responsibilities
- Delegates and shares tasks

**6. Planning, Organizing, and Coordinating** - ability to determine goals and priorities and to assess the actions, time and resources needed to achieve those goals

- Developing and implementing increasingly complex plans
- Monitoring and adjusting work to accomplish goals and deliver to the organization's mandate
- Establishing priorities systematically, differentiating between urgent, meaningful, and unimportant tasks
- Defining and grouping the activities of the enterprise and establishing the authority relationships among them
- Optimizing results in the workplace

**7. Adaptability** - ability to have flexibility in handling change, juggling multiple demands, and adapting to new situations with fresh ideas or innovative approaches.

- Remains calm under pressure
- Seeks to try out new tools and techniques to improve work and reach optimal solutions
- Quickly shifts to search for innovative solutions when problems arise

*PacificSport Fraser Valley* is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on age, ancestry, race, colour, citizenship, ethnic origin, place of birth, disability, genetic information, family status, marital status (including single status), pregnancy, gender identity, gender expression, sex or sexual orientation, religion, or any other protected characteristic as outlined by federal, provincial, or local laws.

