



**POSITION TITLE: Executive Director  
PacificSport Interior BC Regional Sport Centre**

**ORGANIZATION**

PacificSport Interior BC (PSIBC) was the first regional sport centre named by the Province of British Columbia in November 1994. Based in Kamloops, PSIBC educates, inspires, and engages communities throughout the sport pathway, from playground to podium.

As a not-for-profit society, PSIBC is connected to a network of PacificSport centres and collaborates with partner organizations such as Whistler Sport Legacies, the Pacific Institute for Sport Education (PISE), Engage Sport North, and the Canadian Sport Institute Pacific's three national high-performance sport campuses across British Columbia. PSIBC is also a designated sport organization with viaSport BC, a key sport development and funding partner. Together, these organizations form BC's Regional Sport Alliance.

PSIBC has developed a wide range of programs and services that support sport initiatives throughout the Interior region at every stage of the Canadian Sport for Life continuum. Working collaboratively with the municipal, education, health, and sport sectors, PSIBC provides meaningful sport development opportunities that strengthen local communities and enhance participation and performance.

Guided by its vision *"healthy communities inspired and enabled to play, participate, and perform."* PSIBC strives to deliver purposeful, inclusive, and impactful programs that foster lifelong engagement in sport and physical activity.

**JOB SUMMARY**

As the senior leader of PacificSport Interior BC, the Executive Director champions the organization's mission, vision, and values, with a focus on increasing sport participation and enhancing performance opportunities throughout the Kamloops and Interior region. Reporting to the Board of Directors through the Board Chair, the Executive Director works collaboratively with public, non-profit, Indigenous, educational, sport, and private-sector partners to advance the organization's strategic priorities and ensure the long-term sustainability and success of the organization.

**Operational Leadership:**

- Develop, implement, and report to the Board of Directors, on an operational plan that establishes clear goals and objectives aligned with and advancing the organization's strategic plan.
- Provide leadership and oversight for the planning, implementation, and evaluation of the organization's programs and services to ensure they effectively meet interest holder and community needs.
- Oversee the day-to-day operations of the organization, and monitor program and service delivery to ensure operational excellence; provide continuous improvement in quality and effectiveness.

- Lead the planning, execution, and evaluation of special projects and initiatives; ensure the objectives, timelines, budgets, and desired outcomes are achieved.

#### **Board Governance:**

- Foster and maintain a strong, collaborative, and transparent working relationship with the Board of Directors, supporting effective governance and informed decision-making.
- Partner with the Board of Directors to develop, refine, and implement the organization's strategic plan, ensuring alignment with its mission, vision, and long-term objectives.
- Provide regular updates and comprehensive reports to the Board on the progress, outcomes, and key performance indicators associated with strategic initiatives and organizational priorities.
- Coordinate and administer all Board meeting activities, including agenda development, preparation and distribution of meeting materials, minute-taking, and follow-up on action items.

#### **Financial and Risk Management Planning:**

- Develop, manage, and monitor the organization's annual operating budget, ensuring fiscal responsibility and sound financial management in collaboration with the Board Treasurer and the Bookkeeper.
- Oversee the annual financial review and provide the Treasurer and the Board with regular financial reports, forecasts, and recommendations.
- Identify, secure, and manage funding opportunities, including grants, sponsorships, and partnerships.
- Develop and oversee the organization's risk management framework to identify, mitigate, and monitor key organizational risks.

#### **Partnership Development:**

- Represent the organization and maintain strong relationships with key partners, including viaSport BC, municipalities, regional districts, Indigenous communities, school districts, multi-sport agencies, and local sport organizations.
- Develop and strengthen strategic partnerships that support the organization's mission and strategic priorities.
- Identify and pursue new partnership and collaboration opportunities to support organizational growth and sustainability.

#### **Program and Service Delivery:**

- Oversee the planning, delivery, and evaluation of programs and services that support athletes, parents, coaches, and sport organizations.
- Develop strong relationships and meaningful engagement with athletes and coaches, ensuring their needs and perspectives inform program development, delivery, and continuous improvement.
- Ensure programs align with organizational priorities and funding requirements.
- Monitor program outcomes and recommend improvements.

#### **Human Resources Leadership:**

- Provide leadership and oversight for all staff and contractors, ensuring effective day-to-day operations and organizational performance.
- Oversee the development, implementation, and ongoing review of human resources policies, procedures, and practices.
- Foster a positive, inclusive, healthy, and safe workplace in compliance with applicable legislation and organizational policies.
- Lead ongoing coaching, performance monitoring, and annual performance evaluations for staff.

**Fund Development and Revenue Generation:**

- Research, pursue, and secure funding opportunities, including grants, sponsorships, and other revenue-generating initiatives.
- Develop funding proposals and cultivate strategic relationships with funding agencies and sponsors.
- Oversee grant applications, funding agreements, reporting requirements, and compliance obligations.
- Lead the planning and execution of the annual Operation Red Nose campaign and other fundraising initiatives that support organizational sustainability.

**QUALIFICATIONS AND COMPETENCIES:****Governance and Strategic Leadership:**

- Understanding of non-profit governance and experience working with a volunteer Board of Directors.
- Ability to think strategically, build consensus, and advance a shared organizational vision.
- Ability to work independently, exercise sound judgment, set priorities, and make effective decisions.

**Leadership and Relationship Building:**

- Ability to foster a collaborative, high-performing team environment among staff, volunteers, and interest holders.
- Leadership and experience in community engagement and partnership development.
- Strong interpersonal skills with the ability to build and maintain effective relationships with the public, volunteers, sport organizations, and community partners.

**Sport Sector Knowledge:**

- Knowledge of the Canadian Sport for Life framework and its application within the sport system.
- Understanding of current sport sector trends and challenges related to athlete development, sport safety, inclusion, risk management, and organizational development.
- Knowledge of regional, provincial, and national sport organizations and their connections to the local sport community.

**Communication & Administration:**

- Strong written and verbal communication skills, including the ability to prepare and deliver reports, presentations, plans, and funding submissions.
- Proficiency in computer applications and the ability to support the adoption of digital tools and systems to enhance organizational effectiveness.

**Education:**

- Post-secondary degree in a related field such as Business Administration, Human Kinetics, Sport Management, Organizational Development, or an equivalent combination of education and experience.

**COMPENSATION:**

The salary range for this position is \$70,000 to \$82,000 annually, commensurate with qualifications and experience. PacificSport Interior BC offers a comprehensive benefits package, including four weeks of paid vacation.

This position is based in Kamloops, BC, and the successful candidate is expected to work in person from the organization's head office. Occasional evening and weekend work, as well as regional travel, may be required.

**To Apply:** Please email a cover letter and resume to [cboomer@pacificsport.com](mailto:cboomer@pacificsport.com) citing the position title in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Closing Date: November 16th, 2026 at 4:00 PM PST. Expected start date, January 5, 2027. (flexible with start date)**

For more information, please visit our website <https://pacificsportinteriorbc.com/>