



British Columbia Speed Skating Association (BCSSA) is the recognized governing body for Speed Skating in British Columbia, Canada.

Executive Director Position

British Columbia Speed Skating (BCSSA) is currently seeking an enthusiastic, effective and committed individual with excellent management, planning, organizational and interpersonal skills to serve as Executive Director.

Deadline for applications: February 21st, 2018

Job Location: British Columbia

The successful candidate will have:

- Experience in directing and managing a competitive sport or similar organization with varied stakeholders;
- Full knowledge of governmental funding
- Excellent relationship building skills;
- Strong proven financial management expertise including supervision of internal controls, budgeting and financial reporting;
- Ability to develop and maintain relationships with existing and potential sponsorship partners;
- Ability to
 - create and submit effective grant applications;
 - lead and manage staff;
 - proactively initiate and prioritize tasks and organize a diverse workload
 - take into consideration priorities, deadlines and outcomes;
- Have very strong communication and mediation skills; and
- Working knowledge of social media.

British Columbia Speed Skating (BCSSA) is a not-for-profit society with approximately 1,800 members with an annual budget of about \$500,000. It is headed by a volunteer Board of Directors with the Executive Director reporting to the President.

The successful candidate will primarily work out of their home office as BC Speed Skating now works in a virtual space.

The position is based on an approximate 30 hour work week and salary commensurating with level of experience, skills, and qualifications.

Executive Director Job Description

Executive and Administrative Functions

- Maintains accurate financial records, verifies bank reconciliations monthly, ensures all reports and records are accurately submitted in a timely manner, and works with the Treasurer to ensure the budget is adhered to.
- Coordinates National Speed Skating events awarded to BCSSA:
- Attends required BC Speed Skating meetings such as Board of Directors and other committee meetings as required.
- Works with the Provincial Sport Advisor to ensure BC Speed Skating is in compliance with all policies to maintain the status as a core sport in the BC Winter Games.
- Oversees an accurate record of members.
- Is BCSSA's liaison with various government bodies, including but not limited to: viaSport; Sport BC; Canadian Sport Institute; Ministry of Finance, Gaming Branch; Speed Skating Canada (SSC) and its member branches.
- Ensures the necessary insurance, loss prevention and disclosure waivers are in place to protect BCSSA's assets and membership
- Provides long-term planning Goals and objectives to the Board of Directors as required

Program Development

- Work with the BCSSA Standing Committees to ensure implementation and adherence to the Canada Sport for Life (CS4L) model and the SSC Long Term Athlete and Participation Development model (LTPAD) for BC Speed Skating
- Liaise with Speed Skating Canada as required
- Work with Staff to ensure the mandates and terms of reference of the Standing Committees are met.

Communication & Marketing

- Liaise with local event hosts to assist with the organization, promotion and marketing of targeted competitions.
- Negotiate with website provider for short, middle and long term communication goals and objectives
- Assist with marketing, promotion, fundraising and sponsorship for designated competitions and events
- Facilitate and attend all relevant committee meeting

To apply, please send a resume and cover letter as one document saved under your first and last name by email to: Dave McQuaid at dmcquaid@gmail.com