

Job Description

Position	Executive Director
Location:	Prince George
Status:	Full-time 37.5 hours per week
Reports to:	Board of Directors
Positions Supervised:	<p>Direct Reports: Director High Performance, Manager Physical Literacy and Indigenous Consultant, Manager Marketing and Athlete Coach Services, Athletic Director Northern Lights College, Athletic Director Engage Sport North, Manager Finance and Administration, Physical Literacy Coordinator Peace Region</p> <p>See Organizational Chart</p>
Summary Description:	<p>Engage Sport North Society Formerly Pacific Sport Northern BC has enjoyed 25 years of success as the Multi-Sport Organization servicing Northern BC. Over these years Engage Sport North has and continues to provide services to the people and communities in Northern BC. The work is collaborative with multiple partners and across sectors including health, sport, recreation, and education to ensure that the Canadian Sport for Life framework is accessible. Engage Sport North takes a life course approach to delivering inclusive quality programs in physical literacy, sport participation, high performance, and development in Northern BC by providing these opportunities with an equity lens.</p> <p>As the leader for Engage Sport North Society, you will champion the mission, vision and values of the organization with a goal of increasing, physical literacy, sport development and sport excellence opportunities across Northern BC. Reporting to the Board of Directors, the Executive Director will work closely with a variety of public, not-for-profit and private sector partners to achieve the organization's strategic objectives.</p>
Key Responsibilities and Duties:	<p>Operational Leadership:</p> <ul style="list-style-type: none"> ● Prepare and manage an annual budget ● Ensure proper accounting practices and internal controls are followed ● Participate in preparation and execution of annual audit ● Provide Finance Committee and Board with comprehensive reports ● Develop and oversee a risk management plan for the organization ● Develop, implement and report to Board an operational plan which incorporates goals and objectives, that activate the organization's strategic plan ● Oversee planning, execution and evaluation of special projects ● Provide leadership to all staff positions (full time and contract) ● Responsible for the implementation of the human resources policies, procedures and practices of the organization ● Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations ● Implementation so a performance management process for all staff ● Develop, implement, and report to the board an operational plan which

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	<p>incorporates goals and objectives, that activate the strategic plan of the organization</p> <p>Programming Excellence</p> <ul style="list-style-type: none"> ● Oversee the planning, implementation and evaluation of program and service offerings ● Create new and innovative program models ● Monitor day-to-day delivery of programs and services to maintain or improve quality ● Collaborate with other organizations to develop and implement innovative partnerships and sport development opportunities for northern BC <p>Partnership Development:</p> <ul style="list-style-type: none"> ● Represent the organization in the community and maintain strong relationships with our existing key partners ● Develop strategic partnerships and networks by build strong alliances with local and regional sport organizations ● Implement a plan for revenue generation ● Write and steward revenue-generation proposals for the organization ● Develop strategic partnerships with funding agencies ● Nurture an open and strong working relationship with the Board ● Assist in the development of the overall strategic plan for the organization ● Provide ongoing progress reports to the strategic planning initiatives ● Work with the Board to develop and implement policies and procedures that support the development of the organization <p>Human Resources:</p> <ul style="list-style-type: none"> ● Oversee the day to day operations of all program staff positions (full time and contract) ● Oversee the implementation of the human resources policies, procedures and practices including the updating of job description for all staff ● Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations ● Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
<p>Education and/or Experience:</p>	<ul style="list-style-type: none"> ● Excellent skills in financial and operational management of a not-for-profit, particularly in identifying and securing revenue generating opportunities ● Understanding of statutory obligations of incorporated societies in BC ● Demonstrated ability to supervise staff ● Graduate degree or professional degree strongly desired with 5+ years of experience working in the not-for-profit sector with progressive increase in responsibility, or equivalent combination of education and experience.

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<p>Skills and Knowledge:</p>	<ul style="list-style-type: none"> ● Understanding of non-profit governance and experience working with a volunteer Board of Directors ● Think strategically and build consensus around a vision ● Foster a team atmosphere among staff and volunteers ● Recognized leader in community engagement ● Work autonomously, take initiative, set priorities, organize work, and make independent decisions
<p>Other Attributes:</p>	<ul style="list-style-type: none"> ● Understanding of non-profit governance and experience working with a volunteer Board ● Vision—the ability to think strategically and build consensus ● High degree of professionalism—superior communication and relationship building skills ● Local knowledge of the communities within our service region and a desire to engaged with and be a recognized leader in these communities ● Knowledge of the sport environment in BC ● Familiarity with the Canadian Sport for Life Pathway ● Ability to work autonomously, take initiative, set priorities, organize work, and make independent decisions ● Willingness and ability to travel throughout BC ● Visionary ● Athlete or direct experience working with athletes, coaches, and officials ● Customer service focused with proven ability to build relationships ● Detail and service oriented ● Personable, down to earth, and friendly
<p>Staff Member Role is Connected to:</p>	
<p>Created:</p>	<p>January 2023</p>
<p>How to apply:</p>	<p>Please send resume and supporting documents to admin@engagesportnorth.com</p>