

**Bobsleigh Canada Skeleton
Executive Director (Part Time)
Job Description**

Position Type: Employee

Job Location: Calgary, AB – Hybrid Work Environment

Employment Type: Fixed Term, Part Time – 0.6

Application Deadline Date: Open until suitable candidate found, recruitment activity will start immediately.

Expected Start Date: May 1

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Overview of Bobsleigh Canada Skeleton:

Bobsleigh Canada Skeleton (BCS) is the governing body for the exciting sports of bobsleigh and skeleton in Canada. At our core, we are driven by a vision to develop and support champions within our community, both on and off the track, fostering a profound passion for both sports. Our relentless mission is to propel our athletes to be the fastest on ice, embodying the spirit of excellence that defines our organization.

Guided by our foundational values—Pursuit of Excellence, Adaptability, Respect, Accountability, Courage, Communication, and Teamwork—we are dedicated to creating a sustainable organization that ensures the well-being of all participants well into the future. Our unwavering commitment is reflected in our carefully prioritized focus areas, putting people at the forefront, ensuring sustainability, and striving for outstanding performance.

Job Purpose:

The Executive Director of Bobsleigh Canada Skeleton will serve as the pivotal link between the organization's operational functionality and the Board of Directors. This leadership role demands an exceptional communicator, “hands-on” visionary leader, and strategic thinker with a passion for advancing the impact of Bobsleigh Canada Skeleton. The Executive Director shall be responsible for providing strategic leadership and operational performance of the Organization by working with the Board of Directors and organizational leaders to establish, implement and oversee the long-range goals, strategies, plans and policies of the Organization, subject to the direction and oversight of the Board. The Executive Director has responsibility for the day-to-day operation of the Organization in accordance with the Organization's strategic plans and operating and capital expenditure budgets as previously approved by the Board. The Executive Director will always act in the best interests of the Organization.

Responsibilities:

Leadership:

- Create a compelling vision to align athletes, staff and the Board and partners towards a successful future.
- Spearhead the development of a new Strategic Plan for Bobsleigh Canada Skeleton, ensuring alignment with resources and operational plans.
- Lead required culture changes in a compassionate, transparent, collaborative and focused manner.

Governance:

- Support the Board in determining strategic direction and inform them on crucial organizational issues.
- Provide administrative and operational support to the Board and Committees.
- Lead and manage relationships with governmental agencies to ensure compliance with policies and reporting requirements.

Financial Management:

- Identify long-term financial objectives and diversify revenue streams for BCS's stability.
- Establish financial management procedures and controls for resource maximization.
- Develop and monitor annual budgets aligned with the Strategic Plan.
- Provide timely and accurate financial reports to the Board, explaining budget variations and suggesting actions.
- Oversee the protection, maintenance, and risk management of the association's assets.

Risk Management:

- Oversee the protection, maintenance, and risk management of the association's assets and activities through adequate insurance and risk management strategies.
- Implement appropriate contract administration and internal control strategies.

Human Resource Management:

- Establish, monitor and oversee the organization's staff structure and monitor its suitability for achieving long-term vision and strategic priorities.
- Establish key policies to create clear expectations and reduce risk in the onboarding and offboarding of talent.

Administration:

- Ensure effective utilization of information technology systems to support operational needs.
- Maintain proper storage of financial and other records in compliance with legal requirements.
- Establish and maintain systems for quality service delivery.

Partnerships and Stakeholder Relations:

- Develop and maintain positive working relationships with funding partners.
- Forge key relationships and partnerships to advance the sports and increase revenue.
- Establish a positive image and position of influence for BCS within the national sport community and international Bobsleigh and Skeleton environment.

Communication:

- Establish clear communication pathways and tactics to ensure buy-in and awareness with stakeholders.
- Act as the official spokesperson (in collaboration with the Board Chair), driving positive messaging about the value of BCS and sport at events and with media.
- Attend media events and create positive narratives about BCS and high-performance athletes.

Qualifications and Experience:

- Ability to lead and drive cultural change with empathetic leadership.
- Demonstrated success as a people leader with a track record of delivering programs and services within budget.
- Expertise in managing people and implementing best practices in human resources.
- Proven financial management skills, including budgeting, forecasting, and overseeing financial statements.
- Experience in revenue generation and managing corporate sponsors and funding partners.

- Strong strategic thinking, planning, and judgment
- Leadership experience in a high-performance sports-related environment or similar organization.
- Strong interpersonal skills and collaboration with diverse stakeholders.
- Preferred experience in reporting to or working with a Board of Directors.
- Excellent verbal and written communication skills.
- Fluency in both official languages of Canada is an asset.
- Demonstrated success as a people leader with a track record of delivering programs and services within budget.
- MBA or Sport-Management degree is an asset .

To apply, please send a cover letter and your resume to recruitment@bobcanskel.ca with Subject Line ED Role Application.