



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

**About Bobsleigh Canada Skeleton**

Bobsleigh CANADA Skeleton is a non-profit organization and the national governing body for the sports of bobsleigh and skeleton in Canada. Bobsleigh Canada's members including athletes, coaches and officials from across Canada. Bobsleigh Canada Skeleton supports athletes in reaching their Olympic potential but also inspires all Canadians to live healthier and more active lives through sport. Bobsleigh Canada Skeleton is a national organization dedicated to promoting excellence in sport. Our team of professionals are committed to the same expectation we have of our athletes and coaches who represent us: being best in field, whether it's on the track, in the training environment, or in the offices and boardroom. We are excited to recruit a **Full Time or Part-Time Executive Director (ED)** to lead the organization as we slide into a new era for our sports in Canada. The ED is responsible for the operations of BCS and the fulfillment of BCS' strategic priorities and goals. The ED works in conjunction with the Board, standing committees, operating committees, staff and key volunteers to further the mission of BCS.

**Position Title.** Executive Director/Part-Time

**Reporting Structure.** The Executive Director reports, and is responsible and accountable, directly to BCS Board of Directors.

***Qualifications and Experience:***

- Proven financial management skills, including budgeting, forecasting, and overseeing financial statements.
- Experience in revenue generation and managing corporate sponsors and funding partners.
- Ability to lead and drive cultural change with empathetic leadership.
- Expertise in managing people and implementing best practices in human resources.
- Strong strategic thinking, planning, and judgment to address sector issues.
- Experience in a 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.
- Senior managerial experience with financial and revenue goals, program development, staff development, and strategic planning.

**Responsibilities:**

***Leadership:***

- Provide counsel and support to the Board of Directors in setting the general direction for the association and developing policies.
- Monitor national and international sport trends and advise the board on strategic initiatives.
- Inform the board of significant internal or external changes, events, or policies that impact strategic priorities and financial projections.
- Advise the board on anticipated adverse media coverage and public events affecting the association.
- Direct the association's strategic planning, monitor progress, and address major differences.
- Oversee the submission of Sport Funding Accountability Framework assessment and Own the Podium presentation.
- Establish a positive image and position of influence for BCS within the national sport community and international Bobsleigh and Skeleton environment.
- Lead the development of annual operating plans and implement board policies.

***National Office Operation:***

- Foster a culture of teamwork, ethical practice, individual integrity, high-quality program delivery, innovative practices, and exemplary customer service.

***Support to the Board of Directors:***

- Work with the president to prepare agendas and supporting materials for board meetings.
- Attend board meetings and supervise the preparation of accurate minutes.
- Assist board members in research, information distribution, and material production.

***Human Resources:***

- Develop a long-term plan for human resources needs.
- Establish the organization's staff structure and monitor its suitability for achieving long-term vision and strategic priorities.
- Establish a code of conduct for national association staff.
- Direct, supervise, and evaluate the High-Performance Director/Manager, technical staff, coaches, and administrative staff.
- Ensure the existence of an emergency succession plan in the absence of the ED.
- Conduct Hiring and Exit Interviews

***Finance:***

- Manage the financial condition of the association in collaboration with the Treasurer and Finance Manager.
- Prevent fiscal jeopardy and ensure accurate financial statements, budget adherence, and timely settlements of payroll and debts.
- Monitor tax payments, government filings, restricted contributions, and receivables.
- Oversee the protection, maintenance, and risk management of the association's assets.
- Authorize reallocation of funds within approved limits and approve material equipment or asset purchases and sales.

***Marketing:***

- Oversee the development, implementation, and monitoring of the association's marketing plan and policies.
- Develop strategies for enhancing the image of BCS, its athletes, sponsorships, media visibility, and television coverage.
- Approve sponsorship proposals and contracts with sponsors and suppliers.
- Ensure staff awareness of financial and contractual obligations resulting from sponsor contracts.
- Educate athletes about sponsorship contracts, obligations, benefits, and opportunities.

***Member, Public, and Stakeholder Relations:***

- Oversee and coordinate relations with members, the public, and stakeholders.
- Prepare materials for meetings with relevant committees and attend these meetings.
- Act as the national office representative at major BCS events and liaise with media.
- Represent BCS at functions requested by sponsors, suppliers, organizers, and the board.

***Sport:***

- Lead the committee in developing selection criteria for national teams, junior national teams, Olympic teams, and Athlete Assistance Program criteria.
- Provide leadership to BCS's high-performance system.
- Collaborate with staff and volunteers to develop and maintain an efficient and effective sport system

***Timelines:***

- We thank all candidates for their interest. However, only qualified candidates will be contacted and invited to an interview. Start date will be confirmed with the candidate.

***To Apply:***

- Candidates can email applications directly to [admin@bobcanskel.ca](mailto:admin@bobcanskel.ca) by July 26, 2023



- Please indicate "Executive Director" in both the subject line of your e-mail and your covering letter.