



## **Job Title: Executive Director**

**Terms of Employment:** Permanent Fulltime

**Job Commencing:** February 1, 2018

This position will have an annual review conducted by the Executive Board of Directors, and / or an entity the Executive may appoint.

## **Position Summary**

Taekwondo Canada is seeking a dedicated, experienced not-for-profit leader, who can successfully fulfill the position of Executive Director. This highly skilled individual will be passionate about developing opportunities for the sport, and driven by the vision to develop, promote, expand and sustain our organization. The Executive Director, will provide overall management of the day to day operations, in a manner consistent with the mission and goals of the organization and the annual operations plan as approved by the Board of Directors. Recognizes that the Executive Director is part of a Taekwondo Canada team that strives to support the needs are our members.

**Reports to:** The Board of Directors; and / or the Executive

## **Key Accountabilities:**

1. *Strategic Planning and Operations;*
2. *Financial Management;*
3. *Communication and Public Relations;*
4. *Human Resource Functions*

## **Prime Functions of Key Accountabilities:**

### **Strategic Planning and Operations**

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- Develops, oversees and implements an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization;



- Determines direction by making sound financial business needs decisions, based on situational assessments (Ex: priority vs secondary...) identify urgency and risks, makes calculated decisions which are timely and in the best interest of the organization;
- Ensures the day to day operations of all programs within the organization are being carried out effectively and efficiently;
- Implementation of Board of Directors (Board) policies and decisions;
- Must be willing to travel;
- Gather, interpret and communicate information to the Board about sport community trends, and resources as they relate to enhancing the Board's capacity for effective communication, decision- making and long-term planning.
- Ensure the Board and the organization carries appropriate and adequate insurance coverage at all times.

## Financial Management

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- Ensure that the organization complies with all legislations covering taxation reporting.
- Ensure sound development of annual budget, and present to the Board for evaluation and approval in a timely manner annually.
- Prepare and provide to the Board, and other applicable bodies, summary reports of programs and other services as required.
- Secure adequate funding for the organizations operations.
- Research funding sources, oversee the development of fund raising opportunities and write funding proposals for consideration to potential Funding partners.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed in all practices.
- Administer the funds of the organization according to the approved budget, and monitor the monthly cash flow of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the organization.
- Ensure all invoices are paid in a reasonable timeframe, reinforcing the organizations stability and reputation.

## Communications and Public Relations

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- Manage all communications effectively and in a timely fashion.
- Provide regular updates to the Board on ongoing operations, including new opportunities or anticipated variance risks from the Board approved operations plan.
- Ensure that the operation of the organization meets or exceeds the expectations of its clients, Board and Funding Partners (within the organizational parameters). Focus on





clients needs; anticipate, comprehend, and respond immediately to the needs of internal and external clients.

- Establish good working relationships and collaborative arrangements with sporting communities, funding partners, politicians, and other organizations to help achieve the goals of the organizations
- Act as a valuable resource to the Board, to ensure any new information is communicated in a timely and informed basis.

## Human Resource Functions

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- Oversee the implementation of the Human Resources policies, procedures and practices including the development of job descriptions for all staff
- Determine staffing requirements for efficient organizational management and program delivery.
- Recruitment and selection of staff. Panel interview with an Executive Board Member required for high titled positions, with salaries of \$50,000 or above.
- Training and development of staff. Ensure all staff (full/part time and contract basis employees) receives a proper orientation to the organization and that appropriate training and resources are provided to meet the expectations of their position.
- Implement (with the HR Committee) a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conduct quarterly performance reviews of all staff, to be filed accordingly.
- Ensure that personnel, client, volunteer, donor files are securely stored and privacy/confidentiality is highly guarded and maintained at all times.
- Performance Management, up to and including disciplinary action when necessary using appropriate techniques (progressive discipline according to employment / labor laws); release staff when necessary using appropriate and legally defensible procedures.

## Qualifications:

- Must be willing to work out of Ottawa
- Graduate degree or professional degree in Business Management, Sport Management, Human Resource Management, or Project Management;
- Minimum 5 years experience in not-for-profit organization management and or fund development;
- Proven ability to grasp strategic issues and translate into operational goals and plans;
- Proven ability to multi-task major projects on a local, regional, national and international level;





- Highly organized with the ability to manage and advance multiple projects and priorities;
- Ability to facilitate multiple priorities, manage staff and volunteer resources effectively;
- Skilled facilitator with the ability to interact effectively with groups and individuals with diverse and sometimes conflicting objectives;
- Ability to communicate verbally, in writing and to groups of all sizes, on many levels including but not limited to: Volunteers, staff, community resources, government, media, direct service recipients and the general public;
- Proven ability to expand personal and professional skills as organizational demands require;
- A passion for sport. Knowledge of, and involvement in, WT Taekwondo would be preferred;
- A combination of education and experience may be considered.

## **Knowledge, Skills, Assets:**

- A *proactive* innovative thinker, with insight on methods to leverage the organization, and increase its capacity.
- *Strong multi-tasking skill set*, with the ability to think critically and act logically and professionally under all conditions, publicly and privately.
- Detailed and client-oriented with the ability to listen, comprehend and respond appropriately to stakeholders needs.
- Strong written, and verbal communication skills
- Sound level computer literacy
- Fluency in French.

The salary range for this position is \$85,000-\$95,000 annually and is dependent on experience. Benefits are negotiable.



## HOW TO APPLY:

Interested candidates are invited to submit their cover letter and resume via email to both the President and Secretary.

**E-mail:** [wmittchell@taekwondo-canada.com](mailto:wmittchell@taekwondo-canada.com) and [drodd@taekwondo-canada.com](mailto:drodd@taekwondo-canada.com)

**Application Deadline: January 5, 2018 at 4:00 PM EST**

**\*Note\*** We thank all applicants for their interest. However, please note that only those selected for an interview will be contacted