

JOB TITLE: EXECUTIVE DIRECTOR

CATEGORY: PERMANENT
FULL-TIME (40 HOURS / WEEK)

LOCATION: NATIONAL OFFICE
2451 Riverside Dr, Ottawa, ON

NAME OF INCUMBENT: VACANT

DATE PREPARED: 7 APRIL 2020

IMMEDIATE SUPERVISOR: PRESIDENT

JOB DESCRIPTION

The Executive Director (ED) is the senior leadership position for Taekwondo Canada (the Association). Reporting to the President and guided by the Board of Directors, the ED is responsible for the day-to-day operations of the organization, ensuring that the organizations strategic objectives are achieved through sound human resource, financial and operational policies and business practices. The ED will achieve success by maintaining and building positive relationships through engagement, consultation and collaboration with our key stakeholders and funding partners to deliver positive Taekwondo experiences to our volunteers, officials, coaches, clubs, provincial sports organizations, sponsors, sport system partners and our funding partners.

JOB SPECIFICATIONS**EDUCATION AND EXPERIENCE**

The Incumbent will exemplify, encourage and uphold the Association's Mission and Values. In order to achieve success in this role, the incumbent will have a keen attention to detail and be able to demonstrate proficiencies in financial, business and human resource management while being grounded with exceptional leadership, coaching and relationship management skills.

Qualifications and Experience:

- A Bachelor's degree or higher in a relevant discipline
- Five or more years of progressive management experience including a proven track record of effectively leading an outcomes-based not-for-profit organization
- Experience, understanding, appreciation and respect for not-for-profit governance structures including working with a volunteer Board of Directors preferably within a sport organization.
- Experience with financial management including financial controls, decision-making, planning, budgeting, analyzing data, monitoring, and reporting on the financial health of the organization.
- Experience developing and implementing an operational plan and monitoring and reporting on its progress towards achieving the organizations strategic goals and objectives as approved by the Board.
- Experience developing, implementing, and managing human resource strategies and plans for both paid and volunteer positions including recruitment, training and development, retention and evaluation.
- Experience and success identifying new private and public sector sources of revenue and in developing sponsorship and funding proposals to generate additional revenue to support the organizations strategic and operating priorities.
- Experience developing risk management strategies, plans and processes that enable sound communication and decision-making plans by identifying, analyzing, evaluating, treating, monitoring and reviewing organizational risks.
- Ability to actively engage with, develop and maintain key relationships with the sport community, funding partners, politicians, and other key stakeholders.
- Strong interpersonal skills that demonstrate integrity, a positive attitude and respect for others
- Strong written and verbal communication skills;
- Action-oriented and self-motivated
- Highly proficient with Microsoft Office Suite of products including Outlook, Word, Excel, and PowerPoint
- Fluency in English and French preferred

COMPLEXITY / ANALYSIS REQUIRED

The incumbent is responsible for the overall management of the organization. They will be required to develop and execute financial, operating, human resources and risk management plans based on the Board approved strategic plan, considering the Association's mission, historical trends and anticipated changes to the regulatory and financial environment. In developing the operational plan, the Incumbent will engage with key stakeholders to ensure that the plan is coordinated and communicated.

The Incumbent will serve as the Association's primary spokesperson to members, media, and the general public. They will work to enhance the Association's image by being active and visible in the sport community and working closely with our stakeholders and partners.

INDEPENDENCE OF ACTION

The Incumbent has full latitude and authority to enact operational decisions, notwithstanding general direction or guidance received from the Board, Association policies, legislative, legal or regulatory authorities.

The Incumbent must communicate effectively with the Board and ensure that all information necessary for the Board to function properly and to make informed decisions is provided to them in a timely and accurate manner.

ACCOUNTABILITY

Incumbent is accountable for the development, approval, and maintenance of the Association budget, as well as ensuring all necessary reporting.

IMPACT OF DECISION MAKING

Incumbent's decisions have a direct and significant impact on the organization from an organizational effectiveness, financial, relationship, and regulatory perspective.

The Incumbent is responsible to oversee and implement appropriate resources to ensure successful operation of the Association, events, and programs.

INTERNAL AND EXTERNAL RELATIONSHIPSInternal:

- Employees
- Board of Directors
- Members
- Clubs
- Coaches
- Athletes
- Officials

External

- Regulatory bodies
- Funding Partners
- International or Continental Federations
- Sport Community Partners
- Sponsors
- Contractors
- Suppliers and vendors

INSTRUCTION / TRAINING OF OTHERS

The Incumbent is responsible for developing and maintaining training and orientation programs for all staff and volunteers including regulatory compliance.

WORKING CONDITIONS AND TRAVEL

The Incumbent's primary place of work will be the organization's office in Ottawa, Ontario. The organization supports flexible work arrangements and telework as necessary and appropriate. The position requires some travel locally, with occasional national travel (2-3 X per year) and international travel as required

FINANCIAL RESPONSIBILITY

The Incumbent shall develop resources sufficient to ensure the continuing financial health of the Association. This will include identifying and actively pursuing revenue generation opportunities on behalf of the Association.

The Incumbent has full responsibility for the financial integrity of the Association and ensuring that it maintains a positive and sustainable financial position. They will develop and maintain the Association budget and ensure that it is approved by the Board of Directors. The Incumbent will ensure appropriate reporting is done and that statements are prepared which accurately reflect the financial condition of the Association.

SUPERVISION OF OTHERS

The Incumbent has overall responsibility for the human resources plan and the supervision of staff including the High-Performance Director, Operations Director, the Membership Services and Administrative Coordinator and the Programmes and Events Coordinator. Responsibilities include hiring, retention, development, and performance management of staff.

The Incumbent is responsible for the interpretation and administration of existing policies and will research and develop new policies for approval by the Board of Directors.

I acknowledge that I have received a copy of this job description and have been given the opportunity to discuss it with my Supervisor.

Signature of Incumbent

Date Signed

Signature of Supervisor

Date Signed

This document is to be sent to a newly hired employee with their initial hiring package, prior to the commencement of their employment. The immediate supervisor is to review this document with the new employee on the first day of employment and obtain a signature as above. The original copy of this document is to be maintained in the employee's personnel file.