



Job Posting – Executive Director for Snow Sports

Date: February 17, 2023

POSITION TITLE: Executive Director

EMPLOYMENT TYPE: Full-time

REPORTS TO: Executive and Board of Directors of Ski Nova Scotia, Snowboard Nova Scotia, and Freestyle Nova Scotia

LOCATION: Nova Scotia

Overview

Ski Nova Scotia, in partnership with Snowboard Nova Scotia, and Freestyle Nova Scotia, is seeking candidates for the position of Executive Director. This is a full-time position as a common Executive Director to each of the three provincial sport organizations.

The Executive Director is a business leader, a strategic thinker, and a passionate advocate for snow sports in Nova Scotia. Reporting to the Executive and Board of Directors of each PSO, the Executive Director will have overall strategic and operational responsibility for staff, programs, administration, and execution of the strategic plan for each organization. The creation, development, and stewardship of relationships with PSO members (including member clubs), National Sport Organizations, the Government of Nova Scotia, Sport Nova Scotia, Canadian Sport Institute-Atlantic, Nova Scotia local ski hill operators, and other stakeholders, will be key to the success of this role.

Responsibilities of the Executive Director

Administration:

- Organization of and attendance to Annual General Meetings, Executive, and Board meetings.
- Respond to all email & phone enquiries as required.
- Work closely with the treasurers to ensure that all financial and accounting functions are completed in a timely fashion.
- Ensure that membership data is reported to Sport Nova Scotia portal annually.
- Work with each organization to ensure that NCCP delivery meets the requirements of the membership.
- Promote coaching education opportunities to the membership.
- Work with the member organizations to ensure that each PSO meets NSO and Sport Nova Scotia Safe sport compliance.
- Communicate with stakeholders both internally and externally.
- Work with competition committees to ensure annual competition schedules are completed.
- Communicate information from NSO's to respective boards of directors.

Grant Program Management

- In conjunction with each PSO, to ensure that the all the requirements for annual funding are met including outcomes submissions and annual eligibility.
- Advise sports on opportunities for other Sport Nova Scotia grant programs.
- Help sports craft applications when applicable.

Collective Duties

- Work with the four Nova Scotia ski hill operators to ensure that statistics of membership are recorded and provided to stakeholders.
- Create and maintain each PSO website.

General Sport Development

- Actively stay up to date with latest sport development trends and information (Canada Sport Policy, CS4L, LTAD, PSO and NSO best practices).
- Attend relevant Sport Nova Scotia meetings and Provincial and Nationals sport conferences when required.
- The Executive Director will be expected to attend targeted events, races and/or meetings to represent and foster external stakeholder relationships.

Selection Criteria

Candidates applying for the Executive Director role will require a range of personal and professional skills, including:

- Approachable and trustworthy, excellent people skills, and enjoys developing positive relationships across a wide range of stakeholders.
- A dynamic problem solver and effective leader who inspires and positively influences those with whom you work.
- Excellent communication skills, both verbal and written, enabling you to present with conviction.
- A strategic thinker with the ability to create and articulate a vision, with the capacity to plan and prioritize.
- Strong business fundamentals and ability to collaborate with each PSO's executive and board in the development and management of operating budgets and special project budgets.
- Ability to identify, develop and support new partnership and fundraising opportunities.
- A track record of operating with the highest level of integrity, professionalism, and accountability.

Remuneration

Compensation and benefits shall be commensurate with the experience and skills of the successful candidate and the nature of a provincial sport organization.

How to Apply

Should you be interested in pursuing this leadership opportunity, all applicants are invited to confidentially submit their cover letter and resume for consideration by email to:

John Boudreau
President of Ski Nova Scotia

John.boudreau@mcinnescooper.com

Please include in the subject line of your application: Snow Sports Executive Director

This role posting will close on Sunday March 5th, 2023, at 11:59 pm Halifax local time.