NOVEMBER 2026

EXECUTIVE DIRECTOR - CLIMBING ESCALADE CANADA

Climbing Escalade Canada (CEC) is the National Sport Organization responsible for the leadership, promotion and development of competition climbing in Canada. CEC works with athletes, coaches, officials, provincial and territorial partners, clubs, event organizers and national and international sport organizations to support a strong, inclusive and athlete-centred sport system.

As the National Sports Organization for competition climbing in Canada the CEC is responsible for organizing national competitions for the purpose of establishing national champions and qualifying athletes for the Canadian national team representing Canada at international competitions such as the World Climbing World Series events and championships and Olympic events such as Olympics Games, Youth Olympics and Pan-Am Games.

DESCRIPTION

Reporting to the Board of Directors, the Executive Director (ED) is responsible for the effective day-to-day leadership, management and operation of CEC. The ED leads staff, manages resources, oversees the delivery of programs and services, and implements the strategic direction and policies approved by the Board. This is a hands-on operational leadership role requiring a highly self-motivated individual who can work independently, take initiative, make sound decisions and drive work forward without constant direction or oversight. The ED must demonstrate strong accountability, effective time management, the ability to prioritize competing demands, and consistent follow-through to ensure responsibilities are completed, deadlines are met and organizational objectives are achieved.

KEY RESPONSIBILITIES

Organizational leadership and daily operations

- Lead the daily operations of CEC, establishing clear priorities, workflows, responsibilities and service standards.
- Develop and implement annual operational plans aligned with the Board-approved strategic plan, with budgets, timelines, performance measures and regular progress reporting.
- Supervise employees, contractors and volunteer committees; establish objectives, support performance and professional development, and maintain an effective, respectful workplace.
- Oversee administration, contracts, technology, records, registration systems, privacy and organizational processes.
- Identify operational issues early, make decisions within delegated authority and escalate material matters to the Board as appropriate.

Sport programs and event delivery

- Oversee the effective administration and coordination of national competitions, championships and related event operations.
- Support the delivery of high-performance and national team programs in collaboration with designated technical and sport leaders.
- Work with provincial and territorial organizations and other partners to strengthen athlete, coach, official and competition pathways.
- Ensure clear planning, responsibilities, communications and evaluation for CEC programs and events.

Financial and resource management

- Prepare annual operating budgets for Board approval and manage expenditures within approved budgets and delegated authorities.
- Monitor cash flow, financial performance and organizational commitments; provide timely, understandable financial reporting to the Board.
- Ensure appropriate bookkeeping, accounting, internal controls, audit preparation, tax and statutory compliance, using qualified service providers as needed.
- Manage grants and contribution agreements, including applications, tracking, reporting and compliance with applicable conditions.
- Develop and maintain sponsorship, partnership and other revenue opportunities to support sustainable operations.

Governance, policy and risk

- Support the Board with accurate information, recommendations, meeting materials and follow-up on Board decisions.
- Maintain the distinction between Board governance and ED responsibility for management and execution.
- Implement Board-approved policies and maintain procedures covering Safe Sport, athlete welfare, human resources, privacy, conflicts of interest and other operational risks.
- Maintain appropriate risk-management, insurance, incident-reporting and compliance practices, escalating significant concerns promptly.

Relationships and communications

- Serve as a principal operational contact and representative of CEC with athletes, provincial and territorial organizations, coaches, officials, event organizers and community partners.
- Maintain productive relationships with Sport Canada, the Canadian Olympic and Paralympic sport system, international governing bodies and other relevant organizations.
- Oversee clear, timely and consistent organizational communications, including public messaging and stakeholder inquiries.
- Build trust through transparency, responsiveness and constructive collaboration.

QUALIFICATIONS & EXPERIENCE

- Demonstrated experience leading operations, staff, budgets and programs in a sport organization, non-profit or similarly complex member- or stakeholder-based organization.
- Strong organizational management skills, including planning, prioritization, decision-making and accountability for delivery.
- Experience with financial oversight, budget management, reporting and operational controls.
- Knowledge of Canadian sport governance, funding and compliance frameworks, or the ability to develop this knowledge quickly.
- Experience supporting a volunteer Board while respecting the respective roles of governance and management.
- Excellent communication, relationship-management and conflict-resolution skills.
- Understanding of athlete-centred sport, Safe Sport and inclusive organizational practices.
- Familiarity with competition climbing is an asset, but not a prerequisite.
- Strong preference will be given to candidates able to work in both English and French.

Leadership Attributes

Practical and organized; accountable for results; collaborative and respectful; able to balance strategic priorities with daily execution; calm under pressure; comfortable managing competing demands; committed to integrity, inclusion and athlete well-being.

Reporting and Accountability

The Executive Director reports to the CEC Board of Directors through the Board-designated reporting process. The Board sets policy, approves strategy and budget, and oversees ED performance. The ED manages staff and operations, implements Board decisions and reports on organizational performance, risks and results.

Employment Details & Compensation

Location, work arrangement, travel requirements, compensation and application process will be confirmed prior to posting. Compensation will be commensurate with experience and the scope of the role. Starting compensation range $85,000-100,000.

Interested candidates are invited to submit a letter of application and their CV to the Chair of the CEC Board of Directors at chair@climbingcanada.ca.