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September 18, 2019

**JOB POSTING:** Executive Director

**Deadline for Applications:** October 2, 2019

**CLIMBING ESCALADE CANADA:**

Climbing Escalade Canada is the National Sports Organisation and leader in the promotion and development of competition climbing in Canada for athletes and the extended climbing community. We strive to enable athletes to achieve their high performance potential in an ethical, equitable and equal competition environment. Everyday, we endeavour to live our values of community, transparency, pursuit of excellence, integrity, inclusion and athlete centricity.

Climbing Escalade Canada (the CEC) is currently undergoing new and exciting changes that is bringing Canadian competition climbing into accordance with the Sport Canada model. The CEC has been federally incorporated as a National Sport Organization (NSO) with a mandate to regulate and promote the development of competition climbing in Canada. In addition, the CEC provides assistance to athletes, coaches, and event organizers at the national level.

As the National Sports Organization for competition climbing in Canada the CEC is primarily 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 IFSC World Cup series and championships and Olympic events such as Olympics Games, Youth Olympics and Pan-Am Games.

**DESCRIPTION:**

The role of the CEC Executive Director is to manage and execute the CEC's day-to-day functioning in all areas of operations – from strategic planning, budgeting and financial management through marketing, communication and 'back-office' activities. This is a hands-on role for someone who is energized by being part of a growing organization in an exciting and dynamic sporting community. The successful candidate for the ED role will have the opportunity to shape the world of competitive climbing in Canada and ideally, to grow with the organization.

Start date – As soon as possible, ideally no later than November 4, 2019

Location – Flexible; some travel required

## **RESPONSIBILITIES:**

The Executive Director will be the day-to-day face of the CEC to the community. Their responsibilities will include but not be limited to:

### *Operations:*

- Conduct efficient and effective day-to-day operation of the organization;
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization and meet expectations of athletes, board, staff, funders and other stakeholders;
- Use and maintain operational technology (e.g., Office 365, financial systems, registration system)
- Ensure that athlete, personnel, coach, donor and volunteer data are securely stored, and privacy/confidentiality is maintained;
- Oversee operational and program committees as required/requested;

### *Financial planning, management and execution:*

- Develop annual budget, within the context of the operating plans, and present to Board for evaluation and modification as required;
- Manage the operations of the organization within the bounds of the approved budget and monitor the monthly cash flow of the organization;
- Approve expenditures within the authority delegated by the Board;
- Conduct bookkeeping and accounting activities, ensuring that appropriate financial procedures are followed;
- Provide the Board with regular reports on the revenues and expenditure of the organization;
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

### *Fundraising:*

- Research and secure funding sources, oversee the development of fund-raising plans and write funding proposals to increase the funds of the organization;
- Participate in fundraising, as appropriate, working with relevant Board members
- Manage and organize all grant writing and reporting;
- Attract and manage sponsors, maintaining strong relationships with sponsors and ensuring sponsorship agreements are upheld while maximizing benefits sponsors, the CEC and our stakeholders

### *Communication and Stakeholder Engagement:*

- Communicate with stakeholders such as athletes, provincial climbing organizations, national and international sporting bodies, gyms, coaches, parents and volunteers to keep them informed of the work of the organization and to identify changes in the community;
- Field and respond to all inquiries from stakeholders;
- Establish good working relationships and collaborative arrangements with stakeholders to help achieve the goals of the organization;
- Actively manage all social media channels, maintaining a vibrant, strong and positive CEC presence;
- Act as a spokesperson for the organization to inspire, promote and engage with current and future athletes, parents, coaches, volunteers, media and other stakeholder groups;

#### *Governing Body Relations:*

- Manage and maintain positive relationships with appropriate governing bodies, agencies and other official stakeholders (e.g., Sport Canada, IFSC, Own the Podium, Canadian Olympic Committee)
- Complete all necessary submissions for Sport Canada and other governing bodies
- Ensure successful implementation of all necessary programs and policies required to remain in compliance with agreements in place with governing

#### *Policy and risk management:*

- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies;
- Review existing policies on an annual basis and recommend changes to the Board as appropriate;
- Identify and evaluate the risks to the organization's people (stakeholders, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks;

#### *Board relations:*

- Participate with the Board of Directors in developing, maintaining and implementing a vision and strategic plan to guide the CEC;
- Identify, assess and inform the Board of internal and external issues affecting the CEC
- Act as a professional advisor to the Board on all aspects of the CEC's activities;
- Foster effective team work with the Board and current staff of two (High Performance Director/National Team Coach and Series Coordinator);

#### **PERSONAL CHARACTERISTICS:**

- Initiative and self-motivation
- Ability to work independently with little or no supervision
- Well organized with a strong attention to detail
- Critical thinking
- Adaptability
- Comfort both taking the lead and doing the work
- Ability to work effectively with multiple stakeholders
- Excellent interpersonal skills
- Strong communicator
- Ability to prioritize and manage conflicting priorities

#### **SKILLS, QUALIFICATIONS AND EXPERIENCE**

- Experience as a senior leader with a national sports organization
- Finance and accounting, including financial planning, budgeting and budget management
- Social media fluency
- Strong working knowledge of sports administration
- Knowledge of federal/provincial legislation applicable to voluntary sector and sporting organizations
- Strong relationships within the competitive climbing community
- Proficient with Office 365 and productivity software tools
- Strategic and operational planning experience
- Fund raising experience

**REPORTING:**

The Executive Director will report directly to and be accountable to the CEC Board of Directors.

**COMPENSATION:**

To be negotiated based on candidate experience and qualifications

**Deadline for application is September 30, 2019**

Interested candidates should apply by email with a resume to:

Kathy Woods, Member of the Board of Directors  
Climbing Escalade Canada  
cec.ed@climbingcanada.ca