



Job description: Ringette NB Executive Director

Organization

The Ringette Association of New-Brunswick is a non-profit, volunteer directed organization.

Job Overview

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. In addition, the Executive Director is also responsible for the administration, promotion, and programming of activities related to Ringette NB. Must be able to work flexible day/evening/weekend hours.

1. Position Title

Executive Director.

2. Reporting Structure

The Executive Director reports and is responsible and accountable directly to the Ringette New Brunswick (RNB) Board of Directors through the President of the Board.

3. General Scope of Responsibilities

The Executive Director provides overall management and leadership in implementing Board policies in a manner consistent with the mission and goals of RNB, and is responsible for all aspects of the organization's operations.

4. Specific Responsibilities

Within the overall mandate established by the RNB Board of Directors, the Executive Director develops operational strategies and plans, and manages the implementation process. The specific responsibilities of the Executive Director shall include, but not be limited to, the following:

a) Implementing Board policies and decisions

- Act as a resource to the Board of Directors so that policy decisions are made on an informed basis
- Gather, interpret and articulate information to the Board about sport trends and resources as they relate to enhancing the Board's capacity for effective communication, decision-making and long-term planning

- Keep the Board informed (on a timely basis) of significant issues affecting the development and delivery of programs and services
- Provide guidance and advice to the Board on process issues such as establishing and interpreting terms of reference, decision-making and accountability
- Attend and participate in meetings, assist with materials and recording notes/minutes for distribution

b) Overseeing the financial management of the organization

- Refer to RNB's Governance Policy for details
- Prepare grant applications, ensure grant obligations are met, provide reports as required
- Day-to-day financial management

c) Planning

- Assist the Board with strategic planning
- Develop, update, monitor and report on Operational Plans that provide direction for a given year by integrating key aspects of the Strategic Plan with the Operational Plan and the budget

d) Managing human resources

- Recruit, select, orient, manage and develop RNB staff
- Recruit, orient, manage and develop volunteers who contribute directly to RNB operations
- Ensure appropriate staffing consistent with the organizations needs and within the constraints of the organization's physical and financial resources
- Develop and maintain appropriate job descriptions for all staff
- Prepare employee agreements/contracts and pay/benefit policies for Board approval
- Coordinate and lead staff meetings

e) Delivering programs and services which includes but may not be limited to the provincial HL program, High performance program and volunteer recognition program

- Ensure all programs are aligned with Ringette Canada's (RC) Long Term Athlete Development (LTAD) model
- Ensure all programs are consistent with RNB's Strategic Plan
- Monitor our sport system's needs on an ongoing basis, be aware of the changing context within which programs and services are provided
- Monitor programs and services to ensure consistency with criteria established by funding sources and the mission and goals of the organization
- Regularly obtain statistical and qualitative feedback about program and service delivery
- Prepare and provide to the Board, and other applicable bodies, summary reports of programs and services as required (e.g. AGM Reports, etc.)
- Ensure members are fully informed of RNB's activities

f) Establishing, maintaining and advancing external relations

- Liaise and develop relationships with relevant sport agencies
- Undertake activities that enhance the visibility of the organization
- Represent the organization on appropriate committees, networks and joint projects
- Represent and speak for the organization and its work
- Develop and provide information about the organization's goals, programs and services

g) Overseeing the membership registration of the organization

- Provide registration database service and support
- Confirm athlete, coaching staff and official's proper registrations and qualifications
- Coordinate and administer annual membership registration

h) Marketing and promotion

- Coordinate and manage ringette promotional programs
- Develop and provide sport promotional materials
- Coordinate and deliver media press releases
- Maintain and update RNB website
- Utilize social media for networking and sport promotion

5. General Expectations: The Executive Director is expected to:

- a) Prioritize tasks and strive to achieve high standards in terms of quality and timeliness of all work products.
- b) Contribute to the creation and projection of a RNB image characterized by athlete centered, excellent, fairness and respect.
- c) Ensure all activities are closely coordinated among staff, part-time contractors and operational committees, so that a seamless and productive team environment is created.
- d) Ensure that all programs are designed and delivered in accordance with due regard to risk management and safety.

6. Education and Experience

- University Degree in Sport/Recreation Administration, Physical Education or Recreation & Tourism Management;
- A Certificate or Diploma in Business Administration may also be considered or a suitable combination of education and experience;
- 2-4 years of progressive management experience in a voluntary sector, or employment working in an administrative capacity;
- bilingualism considered an asset;
- Capacity in sport, culture and/or recreation is an asset;
- Knowledge of Ringette is also an asset;
- Demonstrated sport program management and delivery experience;
- Demonstrated related experience in coaching, officiating, athlete or volunteer;
- Demonstrated verbal and written bilingual communication skills (English and French);
- Demonstrated strong interpersonal skills;
- Demonstrated excellent organizational and time management skills;
- Ability to plan training seminars, prepare proposals, conduct surveys, develop and plan regional and provincial programs;
- Proficient computer skills;

- Ability to analyze and resolve varying sport issues, conduct program evaluations utilizing logical models and performance indicators;
- Program administration skills;
- Ability to establish and maintain effective working relationships with all levels of professional staff, partners and stakeholders;
- Ability to work effectively as part of a team where enthusiasm and innovative ideas are encouraged.

Payroll and Benefits

- Salary Range for this position is \$43 000 - \$48 000 annually based on education/experience and includes employee benefits (medical, dental, and extended health, after the probationary period has been completed).
- This is a contract position with the possibility of renewal.
- 40 hours per week, overtime during busy seasons, some evenings and weekends.
- Some travelling required.

To Apply

- Interested Applicants are invited to submit their resume & cover letter by email to: ringettenb.president@gmail.com
- Application Deadline: May 21, 2021

We thank all applicants for this position, however only those selected for an interview will be contacted.