



EXECUTIVE DIRECTOR BOXING CANADA

Organization: Boxing Canada

Title: Executive Director

Job Category & Nature of Position: Full time Employee

Reports and accountable to: Board of Directors

Location: Montreal

Deadline to Apply: March 15, 2023

ABOUT BOXING CANADA

Boxing Canada is the national governing body for the sport of Olympic boxing in the country recognized by the Canadian Olympic Committee. The goal of Boxing Canada is to promote, organize and coordinate the sport of boxing for the advancement of the sport and its members of all levels and ages. The organization's vision is to inspire Canadians to make Olympic boxing a major sport and physical activity while striving towards Canada being a dominant nation internationally. For more information, visit www.boxingcanada.org.

1. PURPOSE

The Executive Director (ED) provides leadership and strategic management services to Boxing Canada. The ED provides professional support and policy guidance to the Board of Directors and ensures that the policy decisions made by the Board are carried out effectively. The ED is responsible for the effective development and management of Boxing Canada's programs and operations while exercising stewardship over its human and financial resources. Further, the ED represents the organization to stakeholders, funders, sponsors and the media. The Executive Director is directly accountable to Boxing Canada's President & Board of Directors.

2. KEY AREAS OF RESPONSIBILITY

Leadership & Management:

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization



- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Foster effective team-work between the Board and the Executive Director and between the Executive Director and staff
- In addition to the President, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization within the Sport sector to enhance the organization's profile
- Responsible for the administration of all the organization's policies

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board, sponsors and funders
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval by 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
- Ensure that staff, client, sponsor, Board and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials
- Ensure compliance with all applicable laws and regulations

Program planning and management

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Human resources planning and management

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations



- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures
- Consult with the President as appropriate

Financial planning and management

- Work with staff to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organization
- Research funding sources, oversee the development of fund-raising plans and write funding proposals to increase the funds of the organization
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments

Sector relations/advocacy

- Communicate with clients, funders, and sponsors to keep them informed of the work of the organization
- Establish good working relationships and collaborative arrangements within the sector, funders, sponsors, politicians, and other organizations to help achieve the goals of Boxing Canada

Risk management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Advise the Executive and Board of risks associated with proposed undertakings prior to decisions being made and/or implementation of undertakings



- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

Fundraising & Communications

- Expand revenue generating and fundraising activities to support existing program operations
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities

3. QUALIFICATIONS

Education

- Post secondary degree in related sports field (eg. Master of Sport Management) or equivalent combination of education and experience.

Experience

- Five to eight (5 to 8) years of progressively responsible experience within the sport system at a national, international and/or provincial level.
- Experience at a senior management level.
- Proven experience in fostering strong and meaningful relationships with key stakeholders, funders, sponsors and the media.

Knowledge and Skills

- Excellent understanding of opportunities and challenges facing sport.
- Ability to interpret, develop and implement policies.
- Excellent supervisory and coaching skills as well as a demonstrated capacity to set clear direction and empower others.
- Ability to prepare and manage budgets, analyse financial records and prepare reports.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to getting results
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Complete spoken and written command of both English and French

DETAILS:

- This is a full-time permanent position
- Travel at given times
- Work some evenings and weekends



- Remuneration: salary based on experience
- Excellent benefits plan

APPLICATIONS:

Please send your CV with a cover letter to Roy Halpin (Executive Director) at rhalpin@boxingcanada.org by **1 p.m. EST on March 15th, 2023**.

Applications will be reviewed by the Board of Directors. We wish to thank all candidates for their interest, but we will only communicate with the selected candidates for interviews.

Boxing Canada stands for diversity, inclusion and equity, and is committed to fostering free, fair, inclusive, and equitable environments, both on and off the ring. Boxing Canada is an equal opportunity employer and actively seeks qualified individuals from under-represented and under-supported groups in Canada with demonstrated skills, knowledge and experience.