



Canadian Blind Sports Sports Aveugles Canada

Canadian Blind Sport Organization Executive Director Position

General Overview

Canadian Blind Sports Organization (CBSA) is a not-for-profit organization responsible for governing Goalball in Canada, which is a Paralympic Sport for athletes who are eligible to be registered as “legally blind”. The organization also advocates for opportunities within the sport system for Canadians who are blind/visually impaired, deaf-blind, or are blind and have additional disabilities; and their families and other supporters.

CBSA supports the concepts behind Canadian Sport for Life, the Long-term Athlete Development model, strives to achieve a high performance culture, and is fully committed to the development of athletes and other participants from Active Start through to High Performance, as well as Active for Life.

Vision

Canadians who are blind will consistently lead the world in Goalball and will enjoy full inclusion in all aspects of Canadian Sport for Life

Position Details

CBSA is currently seeking a **part-time (0.5 FTE)** Executive Director to oversee day-to-day operations, provide leadership and vision for the organization and its staff, and lead CBSA’s strategic and operational direction with governance direction from the Board of Directors.

Reporting to the President of the Board of Directors, the ED will have the responsibility, authority, and accountability for the management of the business affairs of CBSA. The ED is expected to demonstrate the following nine competencies, described in more detail on the [website](#) :

- Contribute to Vision and Strategy
- Uphold Integrity and Respect
- Collaborate positively with Clients, Colleagues, Volunteers, Partners and Stakeholders
- Promote Innovation and Productive Evolution
- Achieve Results
- Foster Inclusion
- Embrace Diversity and Equity
- Promote Understanding of the Lived Experiences of all Participants
- Encourage System Accessibility

Location: TBD based upon successful candidate and logistical agreement

Bilingual: Preferred

Compensation: \$80,000 (pro-rated for part-time \$40,000), extended health benefits, vacation commensurate with experience and RRSP contribution plan.

Responsibilities

Strategic Leadership:

- Lead the growth and development of CBSA and Goalball, in consultation with the CBSA GB Committee, as a parasport in Canada;
- Provide strategic leadership and direction in the development, documentation, implementation and delivery of the organization's Strategic Plan;
- Annually develop an Operational Plan with targets, outcomes, and measurable indicators consistent with the Strategic Plan approved by the Board;
- Oversee the execution of, and monitor through key performance indicators, the progress of the strategic plan and the annual operating plan;
- Implement effective communication and engagement strategies to cultivate and maintain productive relationships with key internal and external stakeholders;
- Serve as the spokesperson for CBSA, in consult with the Board of Directors, on operational matters with a variety of partners, stakeholders (nationally and internationally), funders, and the media; and
- Foster organizational effectiveness and efficiency by creating and sustaining an environment of values-driven leadership practices, transparency, collaboration and two-way communication.

Operations/RevGen:

- Oversee the day-to-day affairs of CBSA, including providing leadership and supervision to staff and contractors;
- Oversee operational and administrative processes including, records management, storage/equipment management, IT systems, and others;
- Develop and execute fundraising partnerships, donations, and initiative towards generating revenue for the organization; collaboration with the CBSA Fund Development Committee's Strategy.

Monitor and oversee Financial Management:

- Monitor and manage the annual and long-term financial performance of CBSA;
- Oversee and lead annual budgeting and planning process in conjunction with employees and the Board of Directors;
- Review financial reports on a monthly basis and ensure adherence to accounting principles;
- Manage the annual audit process, liaise with external public accountant and the CBSA Finance Committee and implement changes as necessary;
- Implement and maintain a contract and financial management reporting system, and monitor policies and procedures to guarantee appropriate controls; and
- Report to the Board of Directors of the current financial status of the organization on a regular basis.
- Provide leadership on the revenue generation effort and the acquisition, maintenance, and retention of corporate sponsors and funding partners.

Human Resource and Organization Excellence:

- Supervise and provide leadership for all staff/contractors and ensure that staff responsibilities and accountabilities are carried out effectively;
- Foster organizational effectiveness and efficiency by ensuring a culture of values-driven leadership practices, transparency, collaboration and two-way communication;
- Oversee the implementation of human resource management strategies that support current and future business strategies of CBSA, including recruitment, selection, and succession planning; and
- Manage the development and implementation of policies, procedures, and practices in keeping with industry best practices and ensuring compliance with applicable laws and regulations.

Board of Directors and Governance:

- Work with the President to schedule/plan for Board of Directors meetings, facilitate effective and transparent communication between the Board of Directors and management, and ensure that the Board-appointed Committees are provided with the resources to fulfil their responsibilities;

- Ensure that the Board of Directors receives the support and resources required for its proficient functioning and provide the information in a timely manner necessary to meet its responsibilities and statutory obligations;
- Communicate in a timely manner with the Board of Directors and ensure the Directors are informed on the main issues and matters affecting CBSA, acting as a trusted advisor; and
- Serve as ex-officio, non-voting member of the Finance Committee and Goalball Committee, and any other Board-appointed Committee as determined from time to time.

Compliance and Risk Management:

- Act as the designated Risk Manager for the organization and ensure the overall implementation of the risk management framework and monitoring of the risk registry;
- Ensure appropriate systems, controls, and policies are in place to identify and mitigate business, financial, compliance, reputational and other risks facing CBSA; and
- Ensure that the organization has an all-encompassing Safe Sport strategy and provide leadership to the implementation strategy.

Additional Duties

- Carry out any other appropriate duties and responsibilities as assigned by the President on behalf of the Board of Directors.

Key Qualifications

- Post-secondary degree in Administration, Sport Management, Business, and/or a related field. Equivalent combination of training and experience relevant to this position may be considered.
- Five (5) years of professional leadership at a senior management level in a nonprofit or equivalent environment; experience in marketing, development, revenue generation, and event coordination is an asset.
- Strong strategic thinking and planning skills combined with sound judgement, to anticipate and respond to sector issues and interests.
- Ability to manage human resources and implement best-practices related to all facets, including recruitment, retention, evaluation, discipline, succession planning, and training and development.
- Strong interpersonal skills with experience in relationship development, collaboration capacity with a broad range of stakeholders, including volunteers, elected officials, community partners, sponsors, and member organizations.
- Proven financial management skills including budgeting, forecasting, bookkeeping, and resource development. Previous experience with revenue generation, including the acquisition, maintenance, and retention of corporate sponsors and funding partners, is an asset.
- Previous involvement in working with a Board of Directors, including developing strategic plans and policies, providing strategic advice that informs decision-making, and with organizational governance and reporting.
- Knowledge and understanding of the Canadian Sport System at the national, and domestic level; understanding of the international level is an asset;
- Strong verbal and written communication skills. Bilingual (English/French) considered an asset.

Contact Information

Confidential submission of a cover letter and current resume should be forwarded to Robin Witty, CBSA Executive Director Search Committee, at ed@canadianblindsports.ca by June 23, 2022. Please indicate: CBSA Executive Director in the subject line. While we thank all applicants for their interest only those selected for an interview will be contacted, beyond receiving acknowledgement of the application.

CBSA is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, ancestry, place of origin, colour, ethnic origin, creed, gender, sexual orientation, age, marital status, family status or disability. Applicants are subject to CBSA's screening process.