

Title: Executive Director (ED)

## **General Overview**

Canadian Blind Sports Organization (CBSA) is a not-for-profit organization responsible for governing Goalball in Canada.

## **Vision**

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

## **Mission**

CBSA governs Goalball in Canada and advocates for inclusion within the sport system for Canadians who are blind and visually impaired.

## **ROLE**

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The Executive Director (ED) is the senior staff member of Canadian Blind Sports Association (CBSA). The ED is responsible for the overall management and administration of the Association, in the execution of the organization's strategic plan. The ED shall direct and supervise the association administrative team and maintain oversight of the Goalball Sport Employees and Contractors, as well as program volunteers.

Specific areas of responsibility are:

- Administration,
- Financial management,
- Sponsorship and funding,
- Planning,
- Human resources management,
- Marketing and public relations,
- Liaison with federal or other government departments and,
- Day to day operational management.

## **PRIMARY RESPONSIBILITIES**

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Accountability to the Board of Directors (BOD) as determined by the strategic plan and/or the direction of the BOD President. Primary responsibilities are:

- Act as key leader of vision, mission and values.
- Execute the strategic plan as defined by the BOD.
- Create, submit and execute an annual operating plan.
- Inform the BOD of the Association's business internal and external opportunities, issues and challenges.
- Direct the administration and management of Canadian Blind Sports. In doing so, the ED will:
  - Exercise fiscal prudence,
  - Practice sound risk management,
  - Adhere to existing Canadian Blind Sports policies and procedures,
  - Operate lawfully and ethically, honoring the bylaws of CBSA and codes of conduct.

## **DUTIES**

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Administration:

- Ensure that administrative procedures and communications (internal and external) are carried out within approved policies and budget
- Co-ordinate the preparation, documentation, approval and implementation of the Association's policies and procedures
- Facilitate communication between all levels of the organization and with outside parties
- Ensure that work is carried out with efficient and effective means and strategies
- Advise the organization of and attend the Annual General Meeting, Board of Directors meetings and other committee meetings of the Association
- Manage and maintain an accessible and association wide calendar of events, including but not limited to meetings, domestic and international events, etc.
- Ensure that all documentation is provided in both official languages
- Seek advice from legal, accounting and other professionals external to the organization when required and within scope of the approved budget
- Act as a non-voting ex-officio member of Canadian Blind Sports Committees when required

Financial Management:

- Supervise the development and management of the annual budget and ensure adherence to the budget for the association
- Review financial reports on an ongoing basis and ensure that the BOD is advised of the current financial status of the association
- Co-ordinate the preparation and presentation of submissions for Sport Canada and Own the Podium contributions
- Ensure annual financial audits are conducted in a timely manner and recommendations are acted upon
- Act as a signing officer for priorly approved expenditures

Sponsorship and Funding:

- Direct and develop, as per strategic objectives, the acquisition and engagement of sponsors and funders and manage fund-development strategies and initiatives for the Association
- Actively pursue, and make presentations to, potential sponsors and funders
- Negotiate sponsorship contracts for special events and activities, e.g. Goalball National Championships, Goalball National Teams
- Generate active external and internal support of Canadian Blind Sports programs through proactive participation at events, forums and meetings to raise public and corporate profile

Planning:

- Provide leadership and direction in the development, documentation, implementation, delivery, and reporting on the Association's Strategic Plan

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- Inform BOD of any issues of concern including suggested solutions

Human Resource Management:

- Ensure orientation for new employees is delivered in a timely manner, and ensure the training and professional development opportunities are provided as needed
- Facilitate an environment which practices sound management and positive work environment
- Develop, implement and retain records for a performance review system including setting targets, outcomes and performance indicators for employees

Marketing and Public Relations:

- Promote Canadian Blind Sports and the sport of Goalball, as well as sport for life for Canadians who are blind
- Execute prudence with marketing expenditures, maximizing marketing impact
- Ensure that Canadian Blind Sports programs and resources portray a positive image of the Association
- Act as primary spokesperson in the media on behalf of CBSA, in consultation with the President as required

Liaison with federal or other organizations:

- Develop and manage critical stakeholder relationships with internal and external contacts including but not limited to provincial Associations, Sport Canada, Own the Podium, Canadian Paralympic Committee, Corporate Partners/Sponsors, IBSA, and related national and international sport governing bodies

Day to Day Operations:

- Represent and act with the CBSA values, including strong business acumen, promoting productive teamwork, financial prudence and continuous improvement.
- Champion a Safe Sport culture that prioritizes the health, safety, and well-being of all participants.

## **SKILLS AND EDUCATIONAL EXPERIENCE**

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- Greater than three years' experience in a non-for-profit management or directorial role.
- Degree from accredited educational institution.
- Previous involvement in supporting a Board of Directors, including developing strategic plans and policies, providing strategic advice that informs decision-making, and with organizational governance and reporting.
- Skills and knowledge in management, team management, sports business or other related sectors are required.
- Skills in Computer spread sheets, presentations and business writing, at an "autonomous" level.
- Skills and knowledge in administration, finance and human resources management at a "competent" level.
- Skills and knowledge in fundraising, grant and sponsorship management at a "competent" level.
- Knowledge and understanding of the Canadian sport system, sport development, para sports and safe sport is considered an asset

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- Fluency in oral and written English and French is an asset

## **POSITION DETAILS**

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**Position Type:** This is a full-time position (37.5hrs/week)

**Location:** Remote

**Compensation:** \$85,000 plus health benefits and RRSP contribution.

## **CONTACT INFORMATION**

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Confidential submission of a cover letter and current resume (IN PDF FORMAT) should be forwarded to CBSA Selection Committee, at **info@canadianblindsports.ca** by May 2, 2025. 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.