



250 - 3820 Cessna Drive
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ROWING BC JOB POSTING

Position: Executive Director	Term: Full Time term contract
Application Deadline: July 10, 2009	Start Date: August 17, 2009
Position Location: Richmond, BC	Reporting to: Board of Directors via the President
Compensation: Salary range of \$45-52,000 plus benefits package	

Rowing BC is the provincial sport organization for the sport of rowing in British Columbia. With a mission, 'to develop opportunities to support personal and collective excellence in the rowing community,' it is currently seeking an Executive Director to guide the organization towards its goals.

We act as the coordinating body for the sport, providing a number of programs and services to clubs throughout the province ensuring the vision of a leading rowing community in Canada is realized. Rowing BC is an equal opportunity employer.

PURPOSE

The Executive Director of Rowing BC is responsible for the consistent achievement of the mission and financial objectives of Rowing BC.

Primary Responsibilities:

The key responsibilities of the Executive Director position include:

- Leading Rowing BC's strategic planning and ensure its continued and timely progress toward its mission.
- Supporting member clubs to improve capacity and enhance sustainability.
- Managing the finances of Rowing BC, including development and implementation of the annual budget as approved by the Board of Directors.
- Maintenance of official records and documents, and ensuring compliance with all granting and contractual obligations.
- Overall leadership of staff and Provincial Coach, and the development, implementation and accomplishment of Rowing BC annual work plan.
- Keeping the Board informed of the condition of the organization and important factors and trends.
- Promoting and managing membership and services.
- Acting as an advocate with senior government officials, other sport organizations, universities, media, and other related institutions.
- Publishing the communication priorities and overseeing the Rowing BC website

Desirable Qualifications:

- University degree or equivalent in Business Administration, Education, Sport Administration, or a related field.
- Experience in the not for profit sport sector is an asset.

Knowledge, Skills and Abilities:

- Exceptional interpersonal and communication skills and the ability to work effectively and collaboratively with a wide range of constituencies.
- Exceptional time management skills to support a dynamic, deadline driven environment.
- Strong organizational, problem solving, customer service skills and project management abilities.
- Flexible and able to quickly adapt to a dynamic environment
- Ability to network and act as a coalition builder with other agencies, the BC sport community and government.
- Strong writing and computer skills.
- Essential to work flexible hours, and will include evenings and weekends. Travel is involved.

APPLICATION PROCEDURE:

Interested and qualified candidates should submit a resume, along with cover letter to:

Search Committee

Rowing BC

250 3820 Cessna Drive Richmond, BC V7B 0A2

Email: info@rowingbc.ca | Please list in the subject line "**Competition #1 2009-01 - [Applicant Name]**"

For a complete job description contact Rowing BC. Applications will be accepted until Friday, July 10 2009 at 12:00 p.m. PDT.

We thank all applicants for their interest however only those selected for an interview will be contacted.

CONTACT INFORMATION: Debbie Sage | President | Rowing BC | president@rowingbc.ca