



JOB DESCRIPTION

Title: Chief Executive Officer

Report to: President and Board of Directors

Location: Kingston, Ontario

Summary:

Sail Canada is the national sport organization representing the sport of sailing. Sail Canada (the Organization) represents all participants, including recreational sailors, instructors, coaches and high-performance athletes at the club, provincial, national and international level.

The Chief Executive Officer (CEO) provides leadership and is responsible for the overall operation and administration of Sail Canada (SC) and is expected to be the public face of the organization. The CEO ensures that human and financial resources are maximized in order to attain agreed upon organizational objectives and goals within existing policies. In addition, the CEO provides support and guidance to the Board of Directors and ensures that policy decisions made by the Board of Directors are carried out effectively.

Key Accountabilities:

Strategy Development, and Planning:

- Take a proactive role in the formulation of strategic plans to meet the potential of the sport in Canada and ensure there is a robust process in place to bring plans to the Board of Directors and key stakeholders for input, discussion, and decision.
- Develop business plans to implement the strategic plan in each operational area with specific objectives and financial projections.
- Implement regular evaluation of progress against the strategic plan and recommend adjustments.
- Ensure that all public and Board of Directors reporting is met on a timely basis.

Relationship Management:

- Develop and maintain effective strategic partnerships with key stakeholders including athletes, public and private funding partners (Sport Canada, Own the

Podium, Canadian Olympic Committee, sponsors & suppliers), Provincial Sailing Associations., sailing clubs and schools

- Develop and implement communications plan encompassing all strategic partners including clear, timely and complete messaging and significant opportunity for feedback, discussion and consensus building.
- Represent the Organization within the Canadian and international sport sectors including World Sailing, COC, Sport Canada, and OTP to enhance the Organization's profile.

Operational Management

- Ensure that the day-to-day operations of the Organization are effectively and efficiently coordinated and implemented. Foster effective working relationships between staff, volunteer committees, the Board of Directors, and Provincial Sailing Associations.
- Oversee the planning, implementation and evaluation of the organization's programs and services to meet expected quality measures
- Act as a professional advisor to the Board of Directors on all aspects of the Organization's activities.
- Ensure compliance with all applicable laws and regulations.
- Draft policies for approval by the Board of Directors and develop procedures and guidelines for implementation.
- Ensure that all public and Board of Directors reporting is met on a timely basis

Financial planning and management:

- Oversee the preparation of annual and multi-year budgets for approval by the Board of Directors - manage and report on the financial affairs against those budgets.
- Put in place appropriate financial controls and ensure they are followed.
- Ensure that the Organization complies with all legislation covering charitable donations and employee taxation and withholding payments.

Fundraising Development:

- Support sponsorship and marketing plans, ensuring that SC is delivering on its commitments to sponsors and suppliers.
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization.
- Identify sponsorship and other partnership opportunities that may benefit the organization.

Brand Management:

- Strengthen and maintain Sail Canada's brand through quality products and services.
- Oversee opportunities to access social media and other communication channels to expand SC's presence and to maintain communication with external stakeholders.
- Ensure strategies are identified, implemented and measured to optimize the use of social media and other message platforms.

Leadership & Human Resource Management:

- Build and maintain a culture of excellence through effective performance management, communication and coaching of staff.
- Provide clear leadership to staff and promote and foster a team culture focused on excellence and consistent with the Organization's values.
- Ensure the recruitment of appropriately skilled staff to positions, and establish and manage an appropriate compensation and performance evaluation system.
- Responsible for dismissal of staff, using appropriate and legally defensible procedures
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

Risk management

- On an ongoing basis, work with the Board to identify, evaluate strategic and operational risks to the organization and its stakeholders and put in place control plans to manage these risks.
- Advise the Board of Directors of major risks associated with proposed undertakings prior to decisions being made and/or implementation of undertakings.

Qualifications:

The Chief Executive Officer should have proven leadership and relationship management experience. Concrete demonstrable experience and other qualifications may include:

Education:

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

Experience:

- Minimum of seven years of professional experience, including at least 3 years of senior management experience with a results-driven focus.
- Training and Development expertise
- Experience within the Canadian sport system preferred.
- Marketing, fundraising and communication experience.
- Previous experience working in the not-for-profit sector.

Knowledge & Skills:

- Demonstrates passion and enthusiasm, and can motivate, lead, and empower others to achieve goals.
- Strong people management skills with experience leading, coaching and mentoring staff.
- Ability to establish and maintain positive working relationships with key stakeholders to facilitate the accomplishment of goals.

- Ability to influence or persuade others to gain acceptance of or agreement with ideas and approaches.
- Understanding of opportunities and challenges facing the sport of sailing in Canada.
- Ability to formulate strategies and policies, and create new approaches.
- Ability to prepare and manage budgets, analyse financial records and prepare financial reports.
- Has a personal commitment to organizational excellence; displays honesty, integrity, and a strong sense of ethics in all decision and actions.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to getting results.
- Strong business writing, presentation and oral communication skills in English; additional skills in French are preferable.