

Job Posting: Executive Director

Sask Sailing seeks qualified candidates for the position of Executive Director. This is a part-time, year-round, ongoing position, reporting to the President of the Saskatchewan Sailing Clubs Association (Sask Sailing), the provincial sailing organization for sailing in Saskatchewan. Responsibilities include planning and general management of fun and inclusive programs to attract and develop all levels of recreational and competitive sailors within the province. This position will work in cooperation with the Technical Director to ensure these activities are implemented.



Minimum Qualifications:

- Demonstrated time management skills, computer literacy, financial literacy, record-keeping and budgeting experience
- Strong written and verbal communication skills
- Experience with sport or non-profit administration
- Demonstrated ability to motivate and build consensus between staff, volunteers, athletes and other internal and external stakeholders
- Ability to develop a self-driven path for professional development of required skills
- Clean criminal record check (vulnerable sector) and ability to meet all Safe Sport requirements.

Desirable Qualifications

- Experience working with a Board of Directors to develop and implement sport policies
- Experience developing advertising and fundraising campaigns
- Experience within the Sask Sport funding system, including applying for and reporting on grants
- Knowledge of federal provincial legislation and regulations relating to sport and nonprofit organizations
- Familiarity with the sport of sailing or a willingness to learn

Compensation will be based on experience. Weekly hours will be between 20 and 30. This position is based in Saskatoon, but some work can be performed remotely. Some evening work will be required.

To apply: submit a resume and cover letter to the attention of Travis Wiens at president@sasksailing.ca. Applications will be accepted until Sept 15, 2023 or until the position is filled. Note that this job position is being advertised in parallel with the previously advertised combined Executive Director and Provincial Team Coach position. Candidates may indicate their interest in either or both positions.