



CANDIDATE BRIEF CHIEF EXECUTIVE OFFICER

ABOUT SAIL CANADA

Sail Canada is the national governing body for sailing in Canada, representing member organizations and participants across Canada, including recreational sailors, instructors, coaches and high-performance athletes at the club, provincial, national and international levels.

As the national governing body for the sport of sailing in Canada, Sail Canada receives funding from Sport Canada & the Ministry of Canadian Heritage and is recognized by Revenue Canada as having charitable status. Sail Canada is a longtime member of both the Canadian Olympic Committee and World Sailing.

Sailing has been an Olympic sport for over a century and over that time Canadian sailors have won 18 Olympic medals and 6 Paralympic medals. Canadian sailors and parasailors have also achieved numerous successes throughout the whole range of sailing disciplines including; World Championships, America's Cup, SailGP, International Offshore regattas, the Clipper Round the World Yacht Race and other circumnavigation competitions, as well as eSailing and Radio Controlled sailing events.

The pursuit of both Olympic success and the promotion of sailing in Canada, fuels our focus to support not only high performance and next generation athletes but also sailors at all levels across Canada and the partners, clubs and coaches who support them.

Sail Canada believes that everyone should experience sailing and with the valued support from our partners, the Provincial Sailing Associations and our member clubs and schools, we promote sailing in all of its forms.

From kiteboarding, windsurfing and foiling boats, to dinghies, keelboats and power boats, whether cruising, racing, or parasailing, we set standards and deliver sailing programs for Canadians of all ages and abilities.

Facilitating programs from home waters to podium *We Sail for All, Sail for Life, Sail to Win!*



VISION

Canada is a leading international sailing nation, proud of its world-class athletes, lifelong participants and inclusive culture.

FUNDAMENTAL VALUES

- Collaboration and Innovation
- Transparency, Accountability, Integrity
- Diversity, Equity, and Inclusion
- Culture of Excellence
- Safety for All
- Environmental Sustainability

MISSION

LEAD, ENABLE, DRIVE Working with our partner organizations we;

LEAD as a national sports organization

ENABLE enhanced participation and

DRIVE sport development and performance for all.



SAILING IN CANADA: *THE OPPORTUNITY TO CHART A NEW COURSE*

It's the "new age of sail" for the 21st century!

Never before in its history is sailing going through such a transformation.

Advances in technology are bringing people out on the race course for a birds' eye view of the action, foiling is capturing the attention of a whole new demographic with a need for speed, and more and more people are embracing sailing as a sport for all ages and all abilities.

Passion for sailing is growing across the country!

Sail Canada is looking for a CEO to take on the challenge and chart a course to take advantage of the changing winds.

A person who will lead the transformation of the organization towards strong financial sustainability and unparalleled international & Olympic success, while enhancing grass roots growth of sailing at member clubs and communities across Canada.



ARE YOU SOMEONE WHO...

- *cares about sailing in Canada?*
- *is an experienced leader with an entrepreneurial drive and the ability to engage your team?*
- *thrives in collaborating with staff, volunteers and partner organizations?*
- *brings passion and vision to your work?*
- *has experience in business and/or sports administration?*

AS CEO, YOU WILL HAVE THE OPPORTUNITY TO ...

- *work with passionate volunteers, clubs, staff and athletes from across Canada.*
- *transform Sail Canada to a high performing organization.*
- *develop a new generation of Canadian Sailors.*
- *enable Olympic and international success and;*
- *grow and develop the sport of sailing in Canada.*



THE CHIEF EXECUTIVE OFFICER ROLE:

The CEO is responsible for providing strategic leadership to and ensuring excellence in the operational performance of Sail Canada.

Working with the Board, the CEO “*leads to inspire, and inspires to lead*” staff, volunteers, partner organizations and stakeholders alike to deliver on Sail Canada’s vision, mission and strategic plan bringing value to Sail Canada’s member clubs and organizations across the country.

The CEO reports to the Chair and assumes overall responsibility for delivering on the core goals of Sail Canada.



KEY PRIORITIES & EXPECTATIONS:

Leadership, Operations & Human Resource Management:

- *Staff, Volunteers, Board and Partners acting as one team with common goals.*

Strategy Development and Planning:

- *Understand yesterday and today while planning for tomorrow's opportunities.*

Financial Planning and Risk Management:

- *Achieve financial sustainability and effectively address organizational risks.*

Fundraising Development and Relationship Management:

- *Grow and diversify revenues in partnership with a wide range of stakeholders.*



RESPONSIBILITIES AND ACCOUNTABILITIES

Leadership, Operations & Human Resource Management:

- Guided by the [Sail Canada Board-CEO Relationship](#) and [Executive Limitations](#) policies, assume overall ownership & accountability for all operational aspects of the organization.
- Direct human resources activities, including the implementation and approval of Human Resource plans, policies, and processes, staffing activities, compensation plans, and appropriate succession plans.
- Develop and communicate top-level organizational structure and staffing to the Board, champion an organizational climate among staff and volunteers that fosters individual excellence, inclusivity, diversity, and collective commitment to the operational mandate of the organization, and ensure a high degree of employee performance and satisfaction.
- Engage in continuous learning to enhance professional abilities, embrace new technologies, and ensure compliance with regulatory requirements.
- Perform other functions beyond those described above, and assume such other appropriate responsibilities as may be delegated by the Board.

Financial Planning and Risk Management:

- Monitor Sail Canada's activities to ensure effective management and financial practices are in place, and appropriate risk management policies, strategies, and contingency plans are employed.
- Together with the Chair of the Finance Committee direct and manage the organization's financial and budget activities including activities such as;



- Reviewing grants and applications for funding;
- Reviewing and approving program budgets;
- Ensuring that effective internal audit functions are maintained with appropriate reviews of the organization's activities to vet that proper use of operational resources in support of the strategic plan is followed.
- Assess and monitor risks to the organization and ensure that mitigation measures are deployed.

Fundraising Development and Relationship Management:

- Manage, develop and oversee Sail Canada's revenue generation, fundraising, and communication with stakeholders, athletes, the media, governments and their agencies, employees, volunteers and the general public.
- Establish, nurture and strengthen effective relationships with provincial sailing associations, member clubs, industry associations, volunteers, and others to support achieving Sail Canada's mandate.
- Foster and grow stakeholder relationships with all primary partners including government, sponsors, fundraising partners, and international sailing partners.

Strategy Development and Planning:

- With the support of the Board, execute the strategic plan and develop policies to advance the objectives of the organization and recommend such policies to the Board for approval.
- Lead and support staff in the development and delivery of quality programs, reflecting Board-approved strategic directions, to effectively align operations with the mandate and the evolving requirements of member organizations.
- Communicate regularly and effectively to the Board on a timely basis concerning the organization's operations, including any significant current and anticipated future issues, as well as accurate financial statements and performance reports against the organization's strategic objectives



- Promote and enhance Sail Canada’s image and credibility by communicating Sail Canada’s mission, vision, and values to internal and external audiences, including key initiatives such as safe sport, and diversity, equity and inclusion.
- Attend meetings of the Board and committees to provide reliable information and sound advice, and provide an effective link between the Board and the organization's activities.
- Communicate with the Chair of the Board and the Chair of each Board committee to coordinate meeting agendas and ensure that all information provided meets the needs of the requestor.

OTHER BACKGROUND and QUALIFICATIONS:

Additional information concerning the responsibilities of the CEO can be found in reviewing the [Canada Not-for-profit Corporations Act](#) (the “**Act**”) and the [Canadian Sport Governance Code](#) (the “**Code**”) and as such, the CEO is also accountable for directing the affairs of Sail Canada in conformity with federal legislation, Sail Canada’s [by-laws and policies](#) and directions of the Board of Directors (the “**Board**”).

QUALIFICATIONS AND EDUCATION:

- Bachelor’s degree in Business Administration, Commerce, Sports Management or related field
- Minimum 10 years of senior management experience
- Minimum three years of experience in financial oversight and including budget planning and execution, financial statements, etc.
- Bilingualism is preferred (English/French)

KNOWLEDGE AND TECHNICAL SKILLS:



- Comprehensive knowledge of Sport Canada, COC (Canadian Olympic Committee) and OTP (Own The Podium) is an asset.
- Organizational governance experience.
- Familiarity with federal and provincial government regulations such as the Employment Standards Act, Occupational Health and Safety Act.

WORK ENVIRONMENT & TRAVEL:

- In this full-time role, the CEO will be working closely with Sail Canada's office in Kingston, Ontario and key stakeholders across the country.
- Expectation to work some weekends, evenings, and holidays as required as part of leading the organization.
- Local, national, and international travel will be required to meet with provincial, national and international partners and to attend various events hosted by Sail Canada.

PERSONAL ABILITIES & KEY COMPETENCIES:

- Passion for sailing in Canada
- Inspirational leadership, enthusiasm and vision
- Entrepreneurial drive with growth and learner mindset
- Collaborative relationship builder
- Influential with internal team and outside partners
- Integrity in all situations
- Outstanding interpersonal communication skills
- Business acumen
- Extensive professional network
- Unwavering focus on customers and stakeholders
- Impactful public speaking
- Strategic planning



- Fundraising Skills
- Creative thinking
- Problem-solving & decision making skills
- Adaptability

STEPS IN THE SELECTION PROCESS:

- 1.** Share Your Wish To Be Considered. **
Submit Resume and Cover Letter to; chair@sailing.ca
- 2.** Selection Committee reviews applications and determines list of candidates for initial interviews.
- 3.** Selection Committee interviews candidates and creates a short list for in-depth follow-up.
- 4.** Selection Committee interviews short list candidates.
- 5.** Finalists will be asked to provide references and detailed background and should expect to have at least one more interview.
- 6.** Selection Committee interviews finalist candidates.
- 7.** Discussion re compensation, personal circumstances and fit.
- 8.** Verbal offer followed by discussion of terms and conditions.
- 9.** Contract signing
- 10.** Onboarding with staff, Board, and volunteers.

** Throughout the submission, interview and applicant assessment process the Selection Committee will endeavour to communicate with all candidates in an open and timely manner.