



## Executive Director

### The Opportunity

As executive director of Ontario Sailing, you will be central to the development of current and future sailors from novices to champions. You will work with close to 200 member organizations who lead sailing in their communities, and you will partner with dedicated volunteers and a committed association staff to develop lifelong sailors through leadership and programming. You ideally have sailing experience and appreciate the adventure of reaching a new destination and goal.

Your work helping others to achieve their full potential is matched by your leadership experience and record of growth, ideally in a member-based organization (associations, charities, and/or clubs). In past roles, you've created trust in the organization because of the support provided and the value delivered.

Your approach is to enthusiastically identify opportunities and embrace challenges, building strong relationships with stakeholders, and leading an effective team to excel in meeting the needs of the organization and its clients. Outcomes you have mastered include diversifying programs and growing revenue.

### Ontario Sailing

Ontario Sailing's vision is to champion the sport of sailing, enabling it to flourish and grow, becoming the leading, lifelong recreational and competitive sport in Ontario.

Ontario Sailing is the recognized not-for-profit governing body for sailing in the province of Ontario and supports the sport of sailing across the province. Staff and volunteers provide leadership in a variety of different areas including training and certification for instructors and race officials, athlete development, and the Ontario Sailing Team. Additionally, Ontario Sailing provides support with governance and administration to its member organizations throughout the province.

The valued work of the association is charted by a strategic plan with four priorities focusing on member organization development and engagement; the development of sailors; the development of instructors and coaches; and organizational sustainability.

Ontario Sailing consists of member organizations which include clubs, sailing schools, camps and affiliates that represent over 10,000 member families and service over 100,000 boaters. Ontario Sailing is the governing body for sailing in the province of Ontario with a close partnership with the Ministry of Heritage, Sport, Tourism and Culture Industries. Organizationally, Ontario Sailing is a member of Sail Canada; Sail Canada is a member of World Sailing.

Ontario Sailing has nine employees and is currently based in Hamilton. It has a strong financial reserve and a diversified funding base. Financial statements are included in the year-end auditor reports that are available at [ontariosailing.ca](http://ontariosailing.ca).

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115 George Street, Unit 601, Oakville, ON L6J 0A2 • Attn: Jack Shand, FCMC, CAE, Executive Partner  
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We thank all applicants for their interest in Ontario Sailing. Those selected for an interview will be contacted.  
For more information about Ontario Sailing, please visit [ontariosailing.ca](http://ontariosailing.ca)

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Due to the retirement of the current Executive Director, Ontario Sailing is seeking a dynamic and accomplished executive who will guide the delivery and expansion of programs and services, working collaboratively with members, volunteers, staff, and partner organizations including funders and sponsors.

## **The Executive Director Position**

The Executive Director is responsible for providing strategic leadership for Ontario Sailing and ensuring operational excellence for the organization. The Executive Director reports to the Board of Directors and has overall responsibility for delivering Ontario Sailing's key objectives.

The ideal candidate is a strategic thinker with strong execution skills. The Executive Director must develop and maintain deep relationships with stakeholders including member clubs, other sailing associations, government organizations, volunteers, and participants in the sailing community.

## **Responsibilities and Accountabilities**

### *Strategic Planning*

- Develop and recommend the Strategic Plan to the Board, and with the support of the Board, execute the strategic plan. Develop policies to advance the objectives of the organization and recommend them 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 Ontario Sailing's mandate.

- 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.
- 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.

### *Operational Planning*

- Lead the operational planning process to develop an annual operational plan for Board review and approval.

### *Financial Planning*

- Lead the financial planning/budgeting process, developing an annual budget and a multi-year financial plan for Board review and approval.
- Manage the audit process.

## **Program Execution**

- Oversee program execution to meet the objectives of the Strategic, Operational, and Financial plan.
- Identify and implement appropriate organizational structure and allocate resources to meet Ontario Sailing's objectives.
- Develop and refine organizational performance measures and associated reporting to monitor progress against objectives.
- Maintains an effective system of communication throughout the organization.

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## **Organizational Strength**

### *Talent Development*

- Ensure that Ontario Sailing has in place an effective senior management team with contact with the Board.
- Ensure that Ontario Sailing has an effective Total Rewards framework to fairly compensate and retain expert staff.
- Ensure that Ontario Sailing staff policies are uniformly understood and properly interpreted and administered.
- Provide developmental opportunities for staff to allow for career growth.
- Focus on diversity, equity, and inclusion in the staffing of Ontario Sailing.
- Create and implement management development and succession plans for key senior management positions.

### *Risk Management*

- Recognize that Ontario Sailing and its membership operate in an on-water environment where safety is paramount and focus accordingly on safe operation and promotion of water safety in all aspects of sailing.
- Ensure the completeness, accuracy and integrity of Ontario Sailing's financial information and statements.
- Ensure that internal controls are appropriate and effective and certify that there is compliance with applicable legislative and regulatory requirements and Ontario Sailing's By-law and policies.
- Assess and advise the Board of potential and significant risks to Ontario Sailing and put actions in place to mitigate risks.

### *Relationship Management*

- Promote and enhance Ontario Sailing's image and credibility by communicating Ontario Sailing's mission, vision, and values to internal and external audiences, including key initiatives such as safe sport, and diversity, equity, and inclusion.
- Regularly measure value provided to membership and employ communication tools to publicize added value.
- Develop and maintain ongoing close and productive relationships with key stakeholders including member clubs, government, other sport associations, staff, volunteers and participants, exerting influence to advance the objectives of Ontario Sailing.

### *Fundraising*

- Proactively Manage Ontario Sailing's existing funding channels.
- Develop additional funding channels to mitigate funding risk and support program expansion.

## **Qualifications**

### *Education and Experience*

- Bachelor's degree in business, sport management or related field, or equivalent experience.
- A minimum of 10 or more years of relevant experience in corporate, non-profit association or government, ideally with established relationships in the sailing industry.
- Prior executive/management level experience in the non-profit sector preferred, working with a Board of Directors.
- Bilingualism (French & English) an asset.

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### *Knowledge and Technical Skills*

- Knowledge of the sport of sailing.
- Knowledge of the sport landscape in Ontario as well as nationally is an asset.
- Organizational governance experience.
- Familiarity with provincial government regulations such as the Employment Standards Act, Occupational Health and Safety Act.

### **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 and decision-making skills.
- Adaptability.

### **Application Process**

The Portage Group has been retained to support Ontario Sailing with the recruitment and evaluation of candidates.

Individuals are invited to apply with résumé and a letter addressing their interest and qualifications, to:

#### **The Portage Group**

**Attn: Jack Shand, FCMC, Executive Partner**

**Email: [sailinged@portagegroup.com](mailto:sailinged@portagegroup.com)**

Candidates selected for interview will be contacted with interviews anticipated to begin in September. There will be several interview stages as a candidate advances, initially with The Portage Group and then the leadership of Ontario Sailing.

Ontario Sailing offers a competitive benefits package. Note that compensation is reported on the Ontario Sunshine List. The Executive Director position does have responsibilities to meet externally with members and stakeholders, however, applicants should expect that this position will work from the association's office location.



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