



## JOB DESCRIPTION **EXECUTIVE DIRECTOR**

Association québécoise de voile adaptée (AQVA)

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### **WHO WE ARE**

Founded in 1997, the Quebec Adapted Sailing Association (AQVA) is a non-profit organization that enables individuals with physical or sensory disabilities to discover and practice sailing. Driven by a desire for inclusion and self-fulfillment, the organization offers a wide range of activities and events, allowing over 200 people each summer to benefit from AQVA's program in Pointe-Claire. The organization is committed to expand the availability of adapted sailing across Quebec.

AQVA's activities rely on a dedicated team and volunteers who are invested in the organization's mission and care deeply about the services offered to members and their impact within the community.

### **MAIN RESPONSIBILITIES**

Reporting to the Board of Directors (BoD), the position holder's primary responsibilities include the strategic and operational management of the organization. The executive director ensures the organization's sustainability and visibility, oversees the operations of the Pointe-Claire program, and executes the strategic plan. Through proactive leadership and dynamism, the executive director ensures the effective supervision and coordination of staff and volunteers, aligning with the culture and values of the Association.

More specifically, the individual will be responsible for:

#### **Operations Management**

- Contributing to the development of adapted sailing programs **in Quebec**;
- Planning the adapted sailing program activity calendar for AQVA in Pointe-Claire;
- Recruiting and coordinating volunteers to encourage engagement and provide them with positive experiences during activities and events;
- Coordinating and overseeing project implementation, including activities and events such as the Quebec Cup and the Regatta for AQVA;
- Managing and acquiring sailing equipment in collaboration with the chief instructor;
- Monitoring program performance, activities, and events using dashboards and statistics;
- Helping to translate AQVA's objectives into motivating projects and activities.

### **Human Resources Management**

- Strategically planning staffing needs in line with the organization's objectives;
- Managing all stages of the recruitment process, including job postings, application review, and candidate selection;
- Overseeing the onboarding and integration process for new employees in partnership with the chief instructor;
- Handling HR related administrative tasks such as employment contracts, personnel files, time sheets, and payroll validation;
- Managing compensation within the organization's budget;
- Supporting the chief instructor in conflict resolution;
- Promoting a healthy, safe, and harmonious environment for employees and volunteers.

### **Financial and Administrative Management**

- Preparing and managing the organization's annual budget in collaboration with the BoD;
- Reviewing the production of the annual report and the organization's financial statements;
- Ensuring budget balance and financial reporting;
- Ensuring that accounting and administrative activities are performed on time;
- Preparing and submitting grant and funding applications to various entities;
- Preparing and facilitating Board of Directors meetings;
- Participating in BoD committees;
- Supporting the implementation of BoD decisions.

### **Communications and Partnerships**

- Developing communication strategies to promote the mission and program of AQVA;
- Ensuring the creation and distribution of communications through various tools (e.g., newsletters, press releases, promotional articles);
- Managing the website and social media;
- Ensuring the organization's image is respected;
- Developing and maintaining partnerships and relationships with potential donors, financial partners, and affiliated organizations;
- Ensuring the quality of adapted sailing programs of affiliated organizations;
- Managing public relations and external communications with partners and stakeholders (e.g., event invitations, thank-you letters).

## **WHAT WE ARE LOOKING FOR**

### **Qualifications and Experience**

- Hold an undergraduate degree in a relevant field (other relevant training and experience will be considered);
- Have relevant experience, including 5 years in a management role;

- Experience in funding and grant applications, as well as fundraising management;
- Experience in program and/or project management and event planning (i.e., planning, execution, and follow-up);
- Strong understanding of financial statements and the ability to develop budgets;
- Excellent proficiency in both written and spoken French and English;
- Comfortable with technological environments and tools;
- Knowledge of the sailing sector and/or sports and/or seasonal organizations (an asset);
- Experience in the non-profit sector and/or managing volunteers (an asset).

### **Skills**

- Possess **motivational leadership** to rally employees, members, and volunteers around AQVA's mission;
- Demonstrate **dynamism** and strong interpersonal communication and networking skills;
- Capable of **managing multiple** files simultaneously, **autonomously**, in a dynamic environment requiring **great versatility**;
- Known for **structuring, organizing, and prioritizing** tasks efficiently;
- Able to be **available** and **flexible** for the team, members, and the Board of Directors;
- Inspire **trust** through commitment, **quick learning ability**, and **efficiency**.

### **WHAT WE OFFER**

- A strategic hybrid role between the office and the field;
- Meaningful work that makes a real impact on people with disabilities;
- A permanent position offering a good work-life balance;
- A flexible work schedule with the possibility of telecommuting and/or working at our offices in Petite-Bourgogne, Montreal, and at the Pointe-Claire Yacht Club during the summer;
- Three weeks of vacation upon hiring and a personal leave bank;
- A salary starting at \$75,000 with potential bonuses based on financial results;
- An opportunity to grow in a management role with significant latitude for action, an experienced and available Board of Directors, and openness to new ideas.

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