



EXECUTIVE DIRECTOR JOB DESCRIPTION

ABOUT US

Located in Burnaby B.C., the British Columbia Lacrosse Association (“BCLA”) supports and develops the lacrosse community and its collective culture – to learn, play, develop, compete, educate, train, and to have fun, and succeed - by providing lacrosse programs and services throughout the Province of British Columbia.

As a society our purposes are to improve and foster the game of Lacrosse generally, and in particular:

- To conduct activities to perpetuate the game of lacrosse as the National Game of Canada.
- To make, maintain and enforce rules and regulations for the game of lacrosse in British Columbia.
- To improve, encourage and advance amateur lacrosse in all its divisions and levels.
- To promote, foster and develop the playing of lacrosse throughout the province.
- To encourage the growth of lacrosse and provide opportunities for improved physical health and welfare.

We believe these values provide our employees with a blueprint for behaviour, both as individuals, and as an association, and we are seeking an Executive Director who shares these goals.

GENERAL JOB DESCRIPTION

Reporting to the BCLA Executive Committee, and the Vice-President of Administration and Finance, the Executive Director (“ED”) is the key leadership position for the BCLA. Under the direction and guidelines set by the Board of Directors, the ED is responsible for the implementation of Board Policies and is accountable for all organizational performance including development and oversight of operational committees, building, and expanding positive relationships with volunteers, officials, partner organizations, sponsors, Team BC and other Section contacts.

The Board delegates to the ED the responsibilities of managing the day-to-day operations of the Association, including managing services, employees, and finances. The ED role includes providing support to the Board of Directors and leadership to staff and the lacrosse community.

DUTIES & RESPONSIBILITIES

Primary Responsibilities

The Executive Director will oversee initiatives, board communications, human resource management, financial management, member services and other functions including:

- Strategic Initiatives
- Communications and Public Relations
- Financial Management
- Operations
- Supervision of all permanent and contract employees

Additionally, the ideal candidate will be responsible for implementing best practices and technologies for the organization while working closely with the Board, Committees, and Staff to deliver the exemplary programs and services required to fulfill the values and mandate of BCLA.

Specific Abilities

Customer Relations: Strong interpersonal and communication skills.

Organizational Skills: Strong organizational skills. Ability to manage timelines and complete items on target.

Team Orientated: Excels in a team environment.

Project Management: Project management and special event planning experience would be an asset.

Communication: Professional communication skills.

Financial Acumen: Ability to understand and interpret annual operating and capital budgets.

Performance: Ability to manage and create policy documents.

Technical Competencies: Strong computer and software experience.

Governance: Experience working with board and community committees an asset but not a requirement.

EDUCATION, EXPERIENCE & COMPETENCIES

The Ideal Candidate will possess the following:

- An undergraduate and/or graduate degree and a minimum of five years of experience in a management or leadership position, or an equivalent combination of related education and experience.
- Experience effectively managing an organization, department or division, and a thorough knowledge of not-for-profit management principles and governance practices (board and community committees experience).
- Knowledge of both recreational and high-performance sport environments.
- Knowledge of municipal, provincial, and national sports systems, and the role provincial and federal governments play with provincial sports organizations, major games, and events.
- Financial acumen with a proven ability to produce, understand and interpret annual operating and capital budgets.
- Ability to manage and create organizational and operational policy documents.

Competency Profile

- Strategic Mindset
- Problem Solving
- Management Skills
- Action Oriented
- Building Effective Teams
- Business Mindset
- Political Acumen
- Effective Communicator
- Functional & Technical Skills

BCLA's core values include Sportsmanship, Passion, Integrity, Respect, Innovation and Trust. Our ideal Executive Director candidate will share these values.

APPLICATION PROCESS

BCLA is motivated to pay qualified candidates a competitive salary with medical and health benefits.

The closing date for applications is November 30, 2022, at 4:00 P.M. (PST). Qualified applicants are invited to apply in confidence by submitting a resume and cover letter to pamela@sarkanymanagement.com.

Note: A Police Background Check and Vulnerable Sector Search will be required.

BCLA is an equal opportunity employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.