



JOB DESCRIPTION

Title: Chief Executive Officer

Report to: Board of Directors

Location: Calgary, Alberta

Summary:

Mission: To develop World and Olympic Champions.

The Chief Executive Officer (CEO) provides leadership and is responsible for the overall operation and administration of Bobsleigh Canada Skeleton business (BCS). The CEO ensures that human and financial resources are maximized in order to attain agreed upon organizational objectives and goals within existing policies. In addition, the CEO provides support and guidance to the Board of Directors and ensures that policy decisions made by the Board of Directors are carried out effectively.

Key Accountabilities:

Strategy Development, Planning and Reporting:

- Take a proactive role in the formulation of future strategic objectives and bringing them to the Board of Directors for input, discussion and decision and ratification.
- Develop a strategy to maximize the potential of the sport.
- Ensure that strong strategic and annual planning processes are in place to produce effective plans for approval by the Board of Directors.
- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Oversee and monitor the day-to-day delivery of the programs and services of BCS) to maintain and improve quality.
- Ensure that all financial and non-financial reporting requirements are met on a timely and regular basis.
- Ensure that reporting to the Board of Directors is always totally 'transparent' and on a 'no surprises' basis.

Relationship Management:

- Foster effective teamwork between the Board of Directors and the Chief Executive Officer and between the Chief Executive Officer and staff.
- Develop and maintain effective strategic relationships with key stakeholders including Athletes, public and private funding partners (Sport Canada, Own the Podium, Canadian Olympic Committee, Bobsleigh Canada Trust, sponsors & suppliers), Provincial Sport Organizations, Canadian track venues & other facility partners
- In co-operation with and under the direction of the President, establish a good working relationship with the Federation Internationale de Bobsleigh et de Tobogganing (FIBT), its staff, officials and volunteers.
- Represent the organization within the Sport sector to enhance the organization's profile.

Operational Management

- Ensure that the day-to-day operations of the organization are effectively and efficiently coordinated and implemented and conducted within the framework agreed to by the Board of Directors.
- Maintain effective working relationships with the President, Board of Directors and Members.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
- Ensure compliance with all applicable laws and regulations.
- Draft policies for approval by the Board of Directors and develop procedures and guidelines for implementation.

Financial planning and management:

- Work with staff and the Board of Directors (Finance Committee) to prepare a comprehensive budget.
- Work with the Board of Directors to secure adequate funding for the operation of BCS.
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board of Directors.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Provide the Board of Directors with comprehensive, regular reports on the revenues and expenditure of BCS.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.

Funds Development:

- Oversee, support and expand programs by maintaining and generating revenue.
- Support sponsorship and marketing plans, ensuring that BCS is delivering on its commitments to sponsors and suppliers.
- Maintain and communicate with the Board of Directors calendars of deliverables, contract renewals and termination dates to sponsors and suppliers
- Identify and communicate sponsorship and other partnership opportunities that may benefit the organization.

Social Media:

- Create and maintain a strong brand.
- Oversee 'state of the art' opportunities to access social media to expand BCS's web presence and to maintain communication with external stakeholders.
- Ensure strategies are identified and implemented to maximize the use of social media.

Leadership & Human Resource Management:

- Build and maintain a high performance culture through effective performance management, communication and coaching of staff.
- Provide clear leadership, promote and foster a team culture consistent with the organization's values.
- Ensure the recruitment of appropriately skilled staff to positions, and establishing appropriate remuneration levels and a performance-based evaluation system.
- Discipline staff when necessary using appropriate techniques, release staff when necessary using appropriate and legally defensible procedures.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

Risk management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Advise the Board of Directors of risks associated with proposed undertakings prior to decisions being made and/or implementation of undertakings.
- Ensure that the Board of Directors - carries appropriate and adequate insurance coverage.
- Ensure that the Board of Directors and staff understand the terms, conditions and limitations of the insurance coverage.

Qualifications:

The Chief Executive Officer should have proven leadership, - and relationship management experience. Concrete demonstrable experience and other qualifications include:

Education:

- Post secondary degree in related sports fields (eg. Master of Sport Management) or equivalent combination of education and experience.

Experience:

- Five to eight (5 to 8) years of progressively responsible experience within the sport system at provincial, national and international levels..
- Five (5) years of experience at a senior management level.
- Experience establishing and maintaining positive working relationships with key stakeholders.

Knowledge & Skills:

- Demonstrates passion and enthusiasm for BCS's vision, and can motivate, lead, and empower others to achieve goals.
- Ability to establish and maintain positive working relationships with key stakeholders to facilitate the accomplishment of goals.
- Ability to influence or persuade others to gain acceptance or agreement of ideas and approaches.
- Excellent understanding of opportunities and challenges facing sport.
- Excellent supervisory - skills as well as a demonstrated capacity to set clear direction
- Ability to formulate strategies and policies, and create new approaches in adverse situations.
- Ability to prepare and manage budgets, analyse financial records and prepare reports.
- Ability to take a broad based view of issues and events and have an understanding of their longer-term impact or wider implications.
- Has a personal commitment to organizational excellence; displays honesty, integrity, and a strong sense of ethics in all decision and actions.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to getting results.
- Strong written and verbal communication skills in English necessary and in French an asset.