



Executive Director

Job Description

December 11, 2018

About Cheerleading Canada Inc.

Cheerleading Canada Inc. (CCI or Cheer Canada) is a not for profit association established as the National Sports Organization for Cheerleading in Canada to manage, direct, promote and assist the activities of all cheerleading in Canada.

Overall Position Summary and Expectations:

Our organization is looking for an energetic, hard-working individual with communication, organizational, and networking skills. The successful candidate will be well organized, and must be outcome-oriented. The ability to work independently with strong attention to detail is essential. Most importantly, the successful candidate is able to organize and manage their time in an efficient manner. Initially, this will be a part time position, with the potential of becoming a full time career.

The successful candidate will have the responsibility for carrying out the strategic plan set by a volunteer Board of Directors

Qualifications and Required skills:

- Minimum of three years of demonstrated leadership experience, fundraising, and/or staff and volunteer development.
- Fluency in both official languages is an asset.
- Sport organizational knowledge and experience.
- Experience in Non-profit governance.
- Experience in program management, including budget management.
- Administrative / organizational experience is an asset
- Possess a demonstrated ability to organize multiple tasks, set priorities, meet deadlines and work under pressure of time constraints.
- Excellent interpersonal, oral communication and writing skills.
- Capable of working independently and taking initiative.
- Ability to successfully lead, recruit and develop volunteers.
- Ability to articulate community relations through public relations and social media.
- Demonstrate innovative thinking.
- Possess and demonstrate commitment and passion for mission-centered objectives.
- Demonstrated skills and ability as a team leader, facilitator, mediator, negotiator and problem-solver.
- Proficiency in marketing and promotion, including experience in using social media platforms; comfortable in using online tools.
- Proficiency and experience using electronic communication methods such as video conferencing, Office suite of products including Word, Excel, PowerPoint, and the Google suite of equivalent products. Experience using accounting management software such as Quickbooks considered an asset. Proficiency in spreadsheets also considered an asset.

- Must be willing to adjust working hours to match meeting times and operational tasks for the Board of Directors and multiple time zones. For example, meetings may not typically fall between regular business hours, so flexibility and self-management for hours tracking and accountability is a must.

Responsibilities and Duties

Reporting to the President of the Board of Directors; working with board members and supporting committees of the Board, the executive director will be responsible for internal operations and manage member relationships. The successful candidate will play an active role supporting the development of Cheer Canada while ensuring alignment with the organization's strategic direction, goals, vision, mission, values and financial objectives as set out and approved by the Board of Directors.

- **Financial:** Prepare the annual budget and monitor the expenses of the organization in cooperation with the Treasurer and Finance committee; Responsible for the overall financial management of the organization;
- **Board meetings and relations:** Assist with board meeting preparation as required; attend all Cheer Canada board meetings; support the development of board and Cheer Canada policies and procedures.
- **Marketing and Promotions:** Promote the sport of cheerleading to the cheerleading community and the general public; develop, implement and evaluate sponsorship programs and communication strategies.
- **Partnerships:** Build and maintain relationships with Cheer Canada Members, event producers and other key industry stakeholders.
- **Grants, Sponsorships and Funding:** Assist the board in preparing Cheer Canada's application to Sport Canada for sport recognition; pursue grant opportunities that align with the strategic directions of Cheer Canada and prepare grant proposals; ensure implementation of funding initiatives, and complete reporting as required; support the Sponsorship committee in attaining financial sponsors.
- **Operations:** Ensure the vision and strategic direction of Cheer Canada is known, shared and understood by Members, participants (athletes, coaches & officials) and the community at large; Provide overall direction in setting the goals, establishing the environment and evaluating the resulting performance of the Board and volunteers; Responsible for carrying out and benchmarking the progress of Objectives set by the Board; Assist the Board in periodically reviewing the Bylaws; Other duties as required and approved by the Board of directors.
- **Staff Leadership:** Responsible for the hiring, supervision and management of any staff and/or independent contractors of the organization.
- **Communication and Record Keeping:** Serve as primary liaison with the Board of Directors by providing service support to the Cheer Canada membership, with prompt, and open

lines of communication; receive general communication on behalf of Cheer Canada and respond in a timely manner; produce and distribute correspondence memos, newsletters, and forms as directed; maintain the Cheer Canada website and other social media platforms with current information including news & events; provide notification of membership renewals; assist with the collection of membership fees & updated participant information (spreadsheet / software); record, track, update and maintain all Cheer Canada documents and records.

Terms

- This position is a part-time, contract position. This contract shall automatically renew annually. A minimum of three months' notice must be given by either party prior to termination of the contract.
- The position is based off of an estimated 30 hour workweek.
- Hours are flexible, and meetings or other responsibilities may not fall within a typical 9-5 work-week.
- The executive director will be able to contribute thoughts and ideas at Board meetings; however, will not have a vote.
- The executive director job description and compensation contract will undergo an annual review.
- The performance of the Executive Director shall be evaluated annually by the Board of Directors.

Compensation:

- Executive Director Contract Salary - \$24,000 annually, paid bi-weekly.

How to Apply

Please forward resumes with cover letters to the President, emailed to info@cheerleadingcanadainc.com no later than December 31, 2018.

Please ensure that your cover letter and resume clearly outline how your skills and experience meet or exceed the job requirements. References will be requested of those candidates being interviewed.

We thank all applicants for their interest, however please note that only candidates selected for an interview will be contacted.