



BC Water Polo Association 3713 Kensington Ave. Sydney Landing Suite 2002B Burnaby, BC, V5B 0A7

Executive Director

Job Description

Position Description: Executive Director

BASIC FUNCTION:

The Executive Director is primarily responsible for the overall leadership of BC Water Polo. His/her ability to implement strong business skills and relationships with funding partners will contribute to his/her success. He/she shall work with the staff of Sport BC and will report to the Board of Directors of BCWP. In addition, the Executive Director will be responsible for identifying, creating, and maintaining ongoing relationships with potential funding partners of BCWPA. The focus of this position will be to ensure BCWP operates with sound business practices which include appropriate systems, budgets and processes as required in a non-profit Provincial Sporting Organization.

RESPONSIBILITIES

The primary areas of responsibilities of the Executive Director are:

Business Management

- Develop and maintain budgets of all components of BCWPA programs
- Develop funding opportunities
- Identify potential funding partners; develop relationships with them to increase funding opportunities.
- Establish and maintain long term relationships with business liaisons to increase funding opportunities.
- Develop and implement and keep stringent control of a budget which accurately reflects the needs of BCWPA Administration
- Maintain official records and documents, and ensure compliance with federal, provincial and local regulations.

Administration

- Maintain official records and documents, and ensure compliance with federal, provincial and local regulations
- Maintain established book-keeping processes and financial record documentation
- Receive direction for monthly priorities and tasks from the President of BCWP.

- Attend and provide reports for the BCWPA Board Meetings, BCWPA's Annual General Meeting and Water Polo Canada's Annual General Meeting.

Leadership

- Provide leadership in developing programs, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain a working knowledge of significant developments and trends in the field.
- Recruit volunteers to work on a variety of tasks – especially with regard to fund-raising.
- Maintain and amend BCWPA Policy Manual, including BCWPA's Constitution and Bylaws. The Executive Director shall operate within the bylaws, policies, and programs established by the Board of Directors and shall represent BCWPA within these guidelines.

Strategic Plan

- BCWPA maintains a five year strategic plan. The Executive Director will be required to:
- Review the current strategic plan.
- Identify the key requirements of all stakeholders of BCWPA. ^{3/4} Devise a plan to ensure needs of stakeholders are met.
- In conjunction with input from the Board of Directors, update the strategic plan.

Marketing and Communication

- Ensure a strategic marketing plan is developed.
- Implement a strategic marketing plan to expand water polo's reach within British Columbia's athletic market.
- Develop and implement a strategic communication approach from the marketing plan
- Administer BCWPA's website to ensure it remains current
- Establish sound working relationships and cooperative arrangements with community groups and organizations.

Additional Responsibilities

- Facilitate and attend tournament events hosted by BCWPA.

Position Requirements:

A. Experience Level:

- A minimum of four years of business management, sport administration or academic administration experience

B. Knowledge Requirements:

- Strong, proven business management skills
- Strong administrative, leadership, strategic planning, and project management skills
- Strong ability with spreadsheet and word processing applications

- Excellent oral and written communication skills, organizational ability and a results-oriented approach
- Knowledge of the sport of water polo is not considered an essential requirement.

Hours of Work

The office of BCWPA is located in the Sport BC offices in Burnaby, BC. Hours of work will be flexible and the selected individual must be able to work outside of normal business hours to accommodate events such as evening board meetings. It is envisioned that the Executive Director will be working from our Burnaby office on an “as-required basis” and will perform a portion of his/her duties from other locations.

It is anticipated that initially a 0.75 position (three-quarter time) will be negotiated which will develop into a full-time position as funding becomes available.

Compensation

The position of Executive Director is being offered on a contract basis. Fees will be negotiated with the selected candidate.

TO APPLY SEND YOUR RESUME AND A COVER LETTER TO jobs@bcwp.ca